



BOARD OF COMMISSIONERS
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ALLEGANY COUNTY EMERGENCY SERVICES BOARD

11400 P.P.G. ROAD, S.E. CUMBERLAND, MD 21502



BRANDON S. BUTLER, ADMINISTRATOR
RONNIE CARR, CHAIRMAN
ROBBY MAY, VICE-CHAIR
CHRIS BIGGS, SECRETARY

February 11th, 2020 Emergency Services Board Meeting Minutes

CALL TO ORDER

Acting Chair Roger Bennett called the meeting to order at 18:01.

ROLL CALL OF MEMBERS

- Acting Chair – Jim Pyles ABSENT
- Acting Chair’s Designee – Roger Bennett PRESENT
- EMS Subcommittee
 - Chair – Josh Burkett PRESENT
 - Chair Alt – Jesse Schultz ABSENT
 - Member-at-Large – Robby May PRESENT
 - Member-at-Large Alt.- Jason Robinson ABSENT
- Fire Service Subcommittee
 - Chair – Ron Carr PRESENT
 - Chair Alt. – Shannon Adams ABSENT
 - Member-at-Large – Eric Yates PRESENT
 - Member-at-Large Alt.- Chris Cage PRESENT
- Fire Marshall’s Office – Jason Mowbray PRESENT
 - Alternate – None
- Career Fire Service – Chris Biggs ABSENT
- Region I EMS Council – Vacant
- Department of Emergency Services
 - Director – Jim Pyles ABSENT
 - Alternate – Roger Bennett PRESENT

IN ATTENDANCE

Derek Crippen	Bedford Rd./Special Ops	Jenny Knox	Georges Creek Ambulance
Eddie Collins	Bedford Road	Tom Hamilton	District 16
Jon Miller	Midland	Doug Hanson	Frostburg
John Clingerman	Orleans	Phil Via	DES
Steve Adams	Bowling Green	Kevin Rounds	Barton

Bobby Ritchie	Good Will	Wayne Rounds	Barton
Bryan Miller	DES	Steve Bowman	Flintstone
Carrie Hughes	DES	Allen Ruby, Sr	Flintstone
Carder Miller	Mt. Savage	Dottie Ruby	Flintstone
John Reginaldi	MEMA		
Alex Kelly	MIEMSS		

COMPANIES NOT IN ATTENDANCE

Cumberland Fire Department	Shaft Volunteer Fire Company*
LaVale Volunteer Fire Department	Luke Fire Company
Baltimore Pike Volunteer Fire Company	Potomac Fire Company
Bowman's Addition Volunteer Fire Company	Rawlings Volunteer Fire Company*
Corriganville Volunteer Fire Company*	Tri-Towns Emergency Medical Services
Ellerslie Volunteer Fire Company	LaVale Volunteer Rescue Squad
Ellerslie Volunteer Ambulance Service	
Oldtown Volunteer Fire Company	

**Member(s) serves on Allegany County Emergency Services Board*

Acting Chair Bennett asked all in attendance to rise and share in a moment of silence for Emergency Services Board Secretary and longtime member of the volunteer fire and EMS, Ken May, who passed away since the last meeting in December.

ELECTION OF OFFICERS FOR 2020

Acting Chair Bennett shared that the Allegany County Commissioners had approved the appointments to the Allegany County Emergency Services Board at their January public meeting. Per Code Home Rule, an election of officers needed to be carried out tonight for Chairman, Vice Chairman, and Secretary.

Nominations for Board Chairman

- Robby May
- Ron Carr – Elected Chair

Vice Chairman

- Robby May – Elected Unopposed

Secretary

- Jason Mowbray – Declined the nomination
- Chris Biggs – Elected Unopposed

At this time, Chairman Ron Carr began administering the proceedings of the meeting.

APPROVAL OF MINUTES

The minutes of the December 10, 2019 meeting of the Allegany County Emergency Services Board were approved as written by a motion from Scott Yates and seconded by Roger Bennett. Vote was unanimous.

COMMUNICATIONS & ANNOUNCEMENTS

None at this time.

COMMITTEE REPORTS

• EMS Subcommittee

- Report was given by Subcommittee Chairman Josh Burkett. The committee met on January 14 at DES at 1900. A few important notes from the meeting:
 - Training – class enrollments for many MFRI classes (BLS and ALS) have been low, causing several to be cancelled. Encourage members of your departments to look at the schedule of training courses available on the MFRI website and register.
 - RSI Program – program is currently moving forward. They are looking at several different options for training and oversight.
 - Discussion on Requesting Additional Funds for DES from the County Commissioner – Many stations have had open shifts of DES employees due to sickness, disciplinary issues, etc. leaving holes in coverage. The Commissioners are currently not allowing DES to hire additional staffing. The Subcommittee voted to send a representative to speak at the Commissioners public meeting. Robby May was appointed to do so, and did at their January meeting. His remarks were emailed to the members of the Subcommittee.
 - Narcan Leave Behind Kits – are once again being used in the County. All departments should now be carrying this and giving them out. You CAN give them out on calls, no matter if it is an OD or not. In addition, if someone comes to the station and wants a kit, you may also give it to them. Please ensure you are completing the paperwork.
 - QA/QI Policy – was formally signed by the County and Regional Medical directors. It is now available on the County Government website.
 - Mentoring Program for New Providers – A discussion occurred around this for new ALS providers. Chief Biggs is exploring possible options.
 - QA/QI – Officer Sue Clark-Cecil reported that in January there were 15 cases, 8 of which went to medical review.
 - Pediatric High Performance CPR Training – still available. Contact Sue Clark-Cecil or Dwayne Kitis if interested.
 - Active EMS Providers – If there are changes that need to be made to the eMEDS database on active/inactive providers, send those names to Chris Biggs.
- A question was raised on ambulance numbering. Recently, ACEMS ambulance 515 was being utilized at Bowman's Addition while their ambulance was being repaired. The crew on 515 told members at Bedford Road that when they are in that ambulance they use the 515 designee instead of the Bowman's Addition ambulance number.
 - Roger Bennett responded that this is incorrect. They should have been using the Bowman's Addition ambulance number. He will address it with the crew.

• Fire Services Subcommittee

- Report was given by Subcommittee Chairman Ron Carr. The committee met on January 14 at DES at 1800. A few important notes from the meeting:
 - Pagers: If you want your pagers programmed a certain way, you can schedule with Roger Bennett
 - AFG grants – currently open. See Carrie Hughes if interested.
 - 508 - You have until June 30, 2020 to spend 508 money. If you are unsure of balance check with Carrie.

- FEMA Grant - If you are applying for a FEMA grant you must now have a FEMA Go account.
 - Fit Test Machines - have returned from calibration
- Safety Committee
 - County Safety Officer application in final process. They should be going out soon so that persons can apply.
 - Bulk rate pricing for ladder and hose being worked on right now.
 - Blocking policy currently being reviewed.
 - Health and Safety Officer class was cancelled, but it is not back on the schedule. See the MFRI website to register.
 - ICS 300 and 400 classes are currently ongoing via MFRI at Cresaptown VFD.
- Standards and Policy Committee
 - Committee Members: Kevin Rounds (Chair), Bobby Ritchie, Shannon Adams, Bryan Miller, Doug Hansen, Scott Yates, Eddie Collins, (EMS Member to be Appointed Soon)
 - New rescue squad standards passed. Being brought up at tonight's ESB for final approval.
 - The following DRAFT policies were passed out this evening for review. Persons have 21 days from tonight to review the DRAFT policies and return comments to Kevin Rounds. They will be sent out to Chiefs via Nixle tonight.
 - Mission Statement and Duties of the Workgroup
 - Development and Revision of Policy and Procedure
 - Universal Distress Signal
 - Mayday Operations
 - Emergency Evacuations Operations/Tone
- Social Media Policy Committee
 - Shannon Adams is chairing this temporary work group to explore and develop a social media policy. Eddie Collins and Robby May have volunteered to serve. At this time, the committee has not met.
- Department of Emergency Service – EMS Division
 - Roger Bennett reported in the absence of Chief Biggs due to illness. Highlights:
 - Leave Behind Kits: The Allegany County Health Department contact DES today about the leave behind kits. They are concerned that EMS units are not handing those out. They want to see an action plan from DES for ensuring these are being put out into the public. At this time, DES has not had time to develop a response.
 - Profit/Loss Statement from EMS Companies – Director Pyles has requested a profit/loss statement from all the EMS companies. If you have not already sent this information to him, please do so ASAP.
 - Billing Committee – Director Pyles has set a firm deadline of March 4 for the billing committee to give him recommendations. He must move forward at that time with a new billing plan from the county.
- Department of Emergency Service – Dispatch
 - Bryan Miller reported. Highlights:
 - The new CAD bid was approved by County Commissioners. They have gone with Spillman Flex CAD through Motorola.
 - NextGen 911 texting upgrade coming soon. This will allow the public to text 911.
 - GIS/Mapping is being updated
 - On April 1 Dispatch operations will move to the PPG Rd. for 1-2 weeks while upgrades occur at the main center.

- **Department of Emergency Service – Emergency Management**
 - Carrie Hughes reported. Highlights:
 - AFG Grant - has opened for SCBA and hose and closes on March 13. Carrie needs info back by first week of March if you are planning to get in on this grant.
 - Stats – If applying for a grant, she needs your department statistics for 2017-2019.
 - LUCAS Grant - application has a simple Word document that needs filled out if you are going in on this grant.
 - Naloxone Grant: There is currently \$4800 left from the Allegany County Health Department to fund Naloxone requests from companies.
 - Health Dept now wants monthly reports and will pay out monthly to each individual company. Payments will no longer come from the County.
 - LEPC Meeting - March 10
- **Special Operations**
 - Derek Crippen reported. Highlights:
 - Joining Special Ops - If you want to be a part of special ops, you need to get with your team lead or Dereck to fill out a new application as insurance needs updated.
 - Ice Rescue Training – was cancelled due to lack of ice.
 - Hazmat Training - awarded extra money for Hazmat training because other counties have not used it
 - There will be 1 class for Hazmat Ops personnel. It will be open to team members first and then departments that have interested personnel.
 - Ropes Class - coming at Shaft in the spring.
 - Confined Space Class - now available on MFRI website
 - Vehicles - Looking to streamline some vehicles and get rid of some trailers and condense into one so you don't need at much manpower to respond a piece of equipment.
 - Collapse Team Equipment – basic equipment for this type of incident is now located at Shaft and Bedford Road to respond and get things started on an incident while waiting for the full team to arrive.
 - Hazmat Equipment - basic equipment for this type of incident is now located at Bedford Road, LaVale, and Frostburg to respond and get things started on an incident while waiting for the full team to arrive.
- **Director of Department of Emergency Services**
 - Roger Bennett reported on Jim Pyles behalf. Highlights:
 - Happy with the QA process. No cases in February before the QA committee.
 - DES has advertised for additional QA volunteer ALS position to be filled. Send interest to Sue Clark-Cecil
 - Alerting – if there are areas where there are issues with not receiving alerts, send the address of that location by February 14th to Roger. They will let Motorola know. They are not signing off until those issues have been fixed. Motorola guarantees 98% coverage.
- **MEMA**
 - John Reginaldi reported. Highlights:
 - Jan 23 – Western Maryland Quarterly Emergency Managers Meeting
 - Functional exercise coming in the spring.
 - Next meeting is April 30
 - Private Integrated Sector meeting was held in central Maryland.
 - Workshop went very well.

- March 26 – Improvised Explosive Device Course being held. Information is forthcoming.
- **MIEMSS**
 - Alex Kelly from Region I reported. Highlights:
 - Position for ESB/Region I EMS Council is now open. They will send an announcement calling for interested persons to Carrie to Nixle to the County.
 - Roger Bennett notified the Board that today, DES was notified that someone submitted a name for a person to fill this position to the Commissioners at their upcoming meeting. MIEMSS nor DES has done this. They will be asking to have the item removed and finding out who placed it on the agenda without authority.
 - The Critical Incident Stress Team with Al Ward will hold a training, Techniques for Delivering the Bad News, at ACM.
 - eMEDS Elite was updated in early February. Internet explorer no longer compatible. MIEMSS recommends that you use Chrome.
 - Miltenburger Seminar website is live.
- **Fire Marshall's Office**
 - Jason Mowbray reported. Highlights:
 - They received approval to fill inspector position for Allegany county. They should move forward by the end of the month with release of applications.
 - Rocky Reed is a new investigator in the region.

OLD BUSINESS

- **LOSAP**
 - Deadline was Jan 31 to get paperwork to Steve Kesner. All companies turned in required information by the deadline.
- **Question – from Josh Burket**
 - What is currently happening with the money in the Luke Fire Department's bank account?
 - Roger Bennett responded: The Mayor of Luke is negotiating with Brandon Butler, County Administrator, to keep the company open.
 - Wayne Rounds reported that there was a meeting held on Monday with all parties, including Verso. There are several questions that still need to be answered. Another meeting being held in two weeks. They are attempting to move forward to reestablishing the fire company.

NEW BUSINESS

- **Question – from Kevin Rounds**
 - Are there any more details the Rocky Gap money as was recently reported in the paper? Is the money from Rocky Gap going to go to career EMS in the county?
 - Roger Bennett responded: Currently, nothing out of Commissioners as of yet in terms of where that money will be going.
- **Question – form Bobby Ritchie**
 - Will there be grants available from Rocky Gap this year? There were small grants available two years ago, but nothing last year.
 - Unsure at this time.
- **EMS Committee Citizen at Large**
 - Chrissy Williams of Westernport nominated this Jason Clites to serve in the EMS Committee Citizen at Large on the Allegany County Emergency Services Board.

- Jason Clites Background:
 - Went to ACM and FSU
 - Bachelors Degree in Social Services
 - Was an EMT at Frostburg Area Ambulance 1994-2006
 - Works for the Correctional Institution as a Correctional Case Management Specialist.
- Roger Bennett made the MOTION to approve to recommend the appointment to the Commissioners Seconded by Josh Burkett. Unanimous approval.
- Approval of Rescue Squad Standards
 - The standards were approved at the Fire Service Committee meeting last month.
 - Scott Yates made the MOTION to adopt. Roger Bennett seconded. Unanimous approval.
 - DES will prepare the document into policy format. Be sent to Ron Carr to sign as Chairman.
- Question – from Bobbie Ritchie
 - Can a policy be adopted by the ESB that allows the Chairman to sign off on policy as soon as a subcommittee approves it, thus cutting down on the amount of time it takes for policy to be adopted?
 - Members of the ESB shared concerns about the legality of doing this for several reasons including that meetings are public and technically the public can come, read a policy, and comment on it.
 - Roger Bennett will talk with the current Acting Allegany County Attorney Lee Beeman about what Code Home Rule says.
- Question – from Jon Miller
 - Why don't we have a policy that the closest unit via GIS is to respond to an incident? We currently have departments bypassing units, who have to physically pass another department with the same equipment.
 - A lengthy discussion was held. Highlights:
 - Right now box alarms are made up by the chiefs of each company. The new CAD system will give us many more options, however changes could be made before then.
 - Jason Mowbray made a MOTION: The ESB instructs the Standards and Policy Committee to develop a new response policy for Allegany County that alerts units from the closest geographical company to incidents. They are to return their recommended draft policy to the ESB by the April 14 meeting. Seconded by Robby May. Unanimous approval.
 - Further Discussions
 - We understand that this will take the authority to create box cards out of the hands of the fire chiefs.
 - Incident commander has the ultimate authority on scene to consider the dynamic nature if the incident (ability to access, location, etc) to alert for resources as needed on a per individual call basis but the legal liability falls in him if he cancels a resource from the closest company.
 - This will also change responses from the City of Cumberland.
 - Special Taxing Districts will also be considered, because they are also in Code Home Rule. Most likely the County Attorney will need to get involved.

- Question – from Kevin Rounds
 - o Who is in charge of a fire incident scene by state law?
 - The authority having jurisdiction, which is Allegany county.
- Goodwill is interested in supporting a regional grant for tablets. If anyone else is interested, please contact Bobby Ritchie.

COMMENTS FROM BOARD MEMBERS

None.

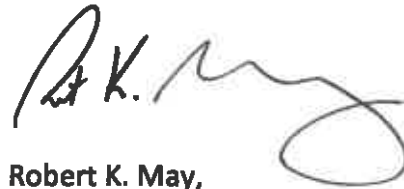
NEXT MEETING

The next meeting of the Allegany County Emergency Services Board will be held on Tuesday March 10th, following the Fire and EMS subcommittees meetings at 1900. This will allow for the approval of policies that come out of committee, which were sent to those committee this evening.

ADJOURNMENT

MOTION to adjourn made by Robby May and seconded by Roger Bennett. The meeting was adjourned at 19:46

Respectfully Submitted,



Robert K. May,
Acting Secretary