

**St. Mary's County Emergency Services Board**  
**Wednesday, February 26, 2025**

**1. CALL TO ORDER**

The meeting was called to order at 1815.

**2. ROLL CALL**

**Members Present:**

Shawn Davidson, County Rescue Chief  
Ken Hicks, Rescue Squad Association  
Brian Cooper, Assistant County Fire Chief  
Jen Aubert-Utz, Director of Emergency Services  
Jason Adams, President of Fire Board Association

**Members Not Present:**

Hattie Norris, Vice Chairperson of ESB  
J.A. Nelson, Fire Member at Large  
Janelle Martin, Acting Jurisdictional Medical Director

**A. Review & Approve Minutes**

I move to accept the minutes from the December 11, 2024, meeting as presented.

Motion by Jason Adams, second by Ken Hicks.

Final Resolution: Motion Carries

Yea: Shawn Davidson, Ken Hicks, Brian Cooper, Jason Adams

**3. PRESENTATION**

**A. Overview of the Department of Emergency Services FY26 Budget Request**

Director Jen Aubert-Utz provided an update on the FY26 Budget Request.

**4. COMMITTEE REPORTS**

No Committee Reports

**5. OLD BUSINESS**

**A. Emergency Services Report**

Director Jen Aubert-Utz provided an update on the operations of Emergency Services.

## **B. Property Tax Incentive**

Shawn Davidson provided an update on the property tax incentive and stated there is movement with the commissioners.

## **6. NEW BUSINESS**

### **A. Annual Report 2024**

I move to approve the 2024 Annual Report for the Emergency Services Board after the date is changed from 2023 to 2024 under members present.

Motion by Jason Adams, second by Ken Hicks.

Final Resolution: Motion Carries

Yea: Shawn Davidson, Ken Hicks, Brian Cooper, Jason Adams

### **B. Election of Officers for 2025**

**Motion 1:** I move to elect J.A. Nelson for Chairperson of the Emergency Services Board.

Motion by Jason Adams, second by Brian Cooper.

Final Resolution: Motion Carries

Yea: Shawn Davidson, Ken Hicks, Brian Cooper, Jason Adams

**Motion 2:** I move to elect Hattie Norris for Vice Chairperson of the Emergency Services Board.

Motion by Jason Adams, second by Brian Cooper.

Final Resolution: Motion Carries

Yea: Shawn Davidson, Ken Hicks, Brian Cooper, Jason Adams

**Motion 3:** I move to elect Shawn Davidson for Secretary for Emergency Services Board.

Motion by Jason Adams, second by Ken Hicks.

Final Resolution: Motion Carries

Yea: Shawn Davidson, Ken Hicks, Brian Cooper, Jason Adams

### **C. Revolving Loan Fund**

David Yingling, Deputy County Administrator and Vanetta VanCleave, CEO of Finance discussed the revolving Loan Fund.

### **D. MFRI Scheduling**

Brian Cooper discussed the challenges that MFRI is having with scheduling Fire classes, but MFRI is trying to fix the concern.

## **7. BOARD MEMBER**

Jason Adams discussed T shirts for Fire & Rescue Appreciation Day (FRAD) or investing the money elsewhere for the event.

Jen Aubert-Utz reminded everyone to take care of themselves with all the illnesses going around.

Shawn Davidson wanted to extend props to the DES EMS personnel for the partnership that has been built with the volunteers.

## **8. PUBLIC COMMENTS**

No Public Comments

## **9. ADJOURN**

### **A. Adjourn**

I move to adjourn the meeting at 1855.

Motion by Shawn Davidson, second by Ken Hicks.

Final Resolution: Motion Carries

Yea: Shawn Davidson, Ken Hicks, Brian Cooper, Jason Adams

Angelique Clem, Recorder

Minutes approved by the St. Mary's County Emergency Services Board on 4/9/25.