

St. Mary's County Emergency Services Board
Wednesday, October 8, 2025

1. CALL TO ORDER

The meeting was called to order at 1800.

2. Roll Call

Members Present:

Shawn Davidson, County EMS Chief
JA Nelson, Chairperson of ESB
Ken Hicks, President of Rescue Squad Association
Hattie Norris, Vice- Chairperson of ESB
Brian Cooper, Assistant County Fire Chief
Jason Adams, President of Fire Board Association
Jen Aubert-Utz, Director of Emergency Services

Members Not Present:

Janelle Martin, Acting Jurisdictional Medical Director

A. Review & Approve Minutes

I move to accept the minutes from the August 13, 2025, meeting as presented.

Motion by Jason Adams, second by Ken Hicks.

Final Resolution: Motion Carries

Yea: Shawn Davidson, JA Nelson, Ken Hicks, Hattie Norris, Brian Cooper, Jason Adams

3. OLD BUSINESS

A. Emergency Services Report

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

B. FY26 Scholarship Awards

Angel Clem provided an update on the scholarship's awards for FY26.

4. NEW BUSINESS

A. Meeting Calendar 2026

I move to approve the 2026 meeting calendar as presented.

Motion by Shawn Davidson, second by JA Nelson.

Final Resolution: Motion Carries

Yea: Shawn Davidson, JA Nelson, Ken Hicks, Hattie Norris, Brian Cooper, Jason Adams

B. FY27 Fire & Rescue Budget Instructions

Director Jennifer Aubert-Utz gave directions on the FY27 budget instructions. Deadlines were provided to the board to assist with keeping department leaders on track.

C. FY27 Hollywood Rescue Squad Revolving Loan Request

I move to endorse the Hollywood Rescue Squad revolving loan request and forward to the Commissioners of St. Mary's County.

Motion by Shawn Davidson, second by Ernest Rogers.

Final Resolution: Motion Carries

Yea: Shawn Davidson, JA Nelson, Ken Hicks, Hattie Norris, Brian Cooper, Jason Adams

5. BOARD MEMBER

Jennifer Aubert-Utz wished everyone a Happy Thanksgiving and she will see everyone in December. She also wanted to remind everyone to take a break and enjoy time with your family this holiday season.

Shawn Davidson wanted to remind everyone the days are getting shorter so please keep a lookout for walkers on the roadways. The Jurisdictional Advisory Council for the State of Maryland announced some new things so an email will go out to the chiefs regarding that, and there are new things coming out with the protocol revisions as well. Please remind everyone to wash their hands.

J.A. Nelson this week is National Fire Prevention Week. The theme for this year is focused on lithium-ion battery safety, making sure you do not buy off brands not listed and approved, and you're charging them properly. He also echoed Happy Holidays.

6. PUBLIC COMMENTS

No Public Comments

7. ADJOURN

A. Adjourn

I move to adjourn the meeting at 1834.

Motion by Jason Adams, second by Ken Hicks.

Final Resolution: Motion Carries

Yea: Shawn Davidson, JA Nelson, Ken Hicks, Hattie Norris, Brian Cooper, Jason Adams

Angelique Clem, Recorder

Minutes approved by the St. Mary's County Emergency Services Board on 12/10/25.