

St. Mary's County Emergency Services Board
Wednesday, September 5, 2018

1. CALL TO ORDER

Stephen Walker, Director of Emergency Services called meeting to order at 7:01 pm.

2. ROLL CALL

Ben Woodill, County Fire Chief
Hattie Norris, St. Mary's County Ambulance and Rescue President
Shawn Davidson, County Rescue Chief
JA Nelson, President of Fireboard Association
Stephen Walker, Director of Emergency Services
Dan Geary, Jurisdiction Medical Director

Commissioner President Guy welcomed the new board and noted if there is action that needs immediate attention from the Commissioners, draft a letter and forward it to them; do not wait until the minutes are approved.

3. PRESENTATION

A. Establishment of Emergency Services Board (ESB)

Present: Dave Weiskopf, Acting County of Attorney
Angela Blondino, Paralegal

The Resolution establishing the ESB, Bylaws, Open Meetings Act, Rules of Order and Ethics Ordinance was discussed.

B. BoardDocs

Present: Dr. Bridgett, County Administrator

An explanation of BoardDocs, a web based Agenda Management/Publicly accessible application was presented. She also provided the General Guidance for ESB and the General Guidance Issue No 2015-02 Boards, Committees and Commissions.

C. Election of Officers

I move to wait until the next meeting to enter into elections of officers, for the positions of Chairperson, Vice-Chairperson and Secretary for the Emergency Services Board.

Motion by JA Nelson, second by Ben Woodill.

Final Resolution: Motion Carries

Yea: Ben Woodill, Hattie Norris, Shawn Davidson, JA Nelson, Stephen Walker

4. COMMITTEE REPORTS

A. Sub Committee Appointments

I move to wait until the next meeting to approve nominations for the following sub-committees: Budget, By-Laws, Grants, Legislative, Low Interest Low, LOSAP, Master Plan / 5 year Plan, Ambulance Liaison, Scholarships, Training, Recruitment & Retention, Fire Board Liaison, Ambulance Response, Vo-Tech Program and Planning.

Motion by Ben Woodill, second by Hattie Norris.

Final Resolution: Motion Carries

Yea: Ben Woodill, Hattie Norris, Shawn Davidson, JA Nelson, Stephen Walker

B. Length of Services Award Program (LOSAP)

Present: June Robrecht, Deputy Director Human Resources
Jeannette Cudmore, CFO

An overview of the LOSAP Program and the funding associated with the program was explained

C. Property Tax Incentive

Present: Jeannette Cudmore, CFO

A focus group was formed to review the Property Tax Incentives for Public Safety Agencies. One of the findings was that the definition of a Public Safety Officer does not cover all those volunteer individuals who work Emergency Medical Services (Advance Life Support and Rescue Squads). Their findings were presented to the CSMC and it was determined that this subject would be revisited during the FY20 Budget. The Property Tax Incentive Group will meet again to discuss submitting legislation to include all Emergency Medical Services.

D. Radio Systems

Present: Stephen Walker, Director, Emergency Services

The Emergency Services Department is working with MD First as a backup that will replace 8 TAC channels for mutual aid. He also discussed the radio testing in Critical Buildings; preventive maintenance schedule of all radio's and P25 paging.

Ben Woodill met with Harris Corporation to discuss reprogramming, preventive maintenance and software updates.

J A Nelson commented that a letter was sent to the Commissioners from St. Mary's Fireboard Association to express concerns of ongoing radio issues.

E. Revolving Loan Request - Ridge Volunteer Rescue Squad

Present: Jeannette Cudmore, CFO

Ridge Volunteer Rescue Squad submitted a Revolving Loan application. Jeannette Cudmore verified funds are available in account to cover this loan.

Jeannette Cudmore, CFO discussed updating the Revolving Loan Policy. There has been some updates and they need to be incorporated.

Departments that have Revolving Loans and balance

- Seventh District VRS \$26,163.50
- Second District VFRS \$170,284.47
- Hollywood VRS \$22,403.58
- Leonardtown VRS \$1,599.93
- Leonardtown VFD \$89,054.35
- Bay District VFD \$185,107.00
- Ridge VRS \$68,632.89
- Seventh District VFD \$554,064.21
- Mechanicsville VFD \$839,229.00
- Hollywood VFD \$184,333.76
- Bay District VFD \$437,322.74
- Ridge VFD \$543,721.96
- Hollywood VFD \$380,000.00

Current Balance of the Revolving Loan Account is \$225,108.00 as of 8-31-18

I move to defer until the next meeting that would give the St. Mary's County Rescue Association time to review the application and make recommendations at their next regular meeting on September 6, 2018.

Motion by Shawn Davidson, second by JA Nelson.

Final Resolution: Motion Carries

Yea: Ben Woodill, Hattie Norris, Shawn Davidson, JA Nelson, Stephen Walker

F. Scholarship Fund

I move to approve the St. Mary's County Emergency Services Board Fire/EMS Scholarships for Fiscal Year 19 and that the Department of Emergency Services completes the process.

Motion by JA Nelson, second by Shawn Davidson.

Final Resolution: Motion Carries

Yea: Ben Woodill, Hattie Norris, Shawn Davidson, JA Nelson, Stephen Walker

G. Dependent Care Program

Present: June Robrecht, Human Resources.

An overview of the Volunteer Dependent Care Reimbursement Program was presented. The Human Resources Department will be presenting this item to the Commissioners on September 11, 2018.

5. OLD BUSINESS

There was no old business

6. NEW BUSINESS

A. Meeting Schedule and Times

I move to approve to switch to even months and meet at 1900 hours the second Thursday of the month starting in October, based on the availability of the Commissioners Meeting Room

Motion by Shawn Davidson and Second by Hattie Norris

Final Resolution: Motion Carries

Yea: Ben Woodill, Hattie Norris, Shawn Davidson, JA Nelson, Stephen Walker

7. ADJOURN

Meeting was adjourned at 8:11 PM

I move to adjourn.

Motion by Ben Woodill and Second by Shawn Davidson.

Final Resolution: Motion Carries

Yea: Ben Woodill, Hattie Norris, Shawn Davidson, JA Nelson, Stephen Walker

Mary Ann Gardiner, Recorder

Minutes approved by the Emergency Services Board on Oct 10, 2018