

St. Mary's County Emergency Services Board
Wednesday, December 10, 2025

1. CALL TO ORDER

The meeting was called to order 1812.

2. ROLL CALL

Members Present:

Shawn Davidson, County EMS Chief via Microsoft Teams

JA Nelson, Chairperson of ESB

Ken Hicks, President of Rescue Squad Association

Hattie Norris, Vice-Chairperson of ESB

Ernest Rogers, County Fire Chief

Jason Adams, President of Fire Board Association

Kiersten Shea, Deputy Director of Emergency Services

Dr. Kraig Melville, Jurisdictional Medical Director via Microsoft Teams

A. Review & Approve Minutes

I move to accept the minutes from the October 8th, 2025, meeting as presented.

Motion by Ken Hicks, second by Hattie Norris.

Motion Carries

Yea: Shawn Davidson, JA Nelson, Ken Hicks, Hattie Norris, Ernest Rogers, Jason Adams

3. PRESENTATION

A. Fire & Rescue FY27 Budget Submittals Status

Deputy Director Kiersten Shea provided an update on the FY27 budget submittals status. She reminded everyone that Fire Rescue Tax Rate documents are due to Finance by January 8th and Operating Budget Submittals are due directly to Finance by January 12th with all documents and FY25 Audits.

4. OLD BUSINESS

A. Emergency Services Report

Deputy Director Kiersten Shea provided an update on the operations of Emergency Services and introduced the new Jurisdictional Medical Director Dr. Kraig Melville.

B. Meeting Calendar 2026

I move to reapprove the 2026 meeting calendar as presented, changing the December 9th, 2026, meeting to the first Wednesday in December - December 2nd, 2026.

Motion by Jason Adams, second by Shawn Davidson.

Motion Carries

Yea: Shawn Davidson, JA Nelson, Ken Hicks, Hattie Norris, Ernest Rogers, Jason Adams

5. NEW BUSINESS

A. Tax Increase Bay District Volunteer Fire Department

I move to endorse the tax increase request from Bay District Volunteer Fire Department and forward to the CSMC.

Motion by Jason Adams, second by Ernest Rogers.

Motion Carries

Yea: Shawn Davidson, JA Nelson, Ken Hicks, Hattie Norris, Ernest Rogers, Jason Adams

B. Revolving Loan Request Second District Volunteer Fire Dept & Rescue Squad

Second District Volunteer Fire Dept & Rescue Squad has not had the opportunity to get everything to the Fire Board Association, so they wished to postpone this item till next meeting.

C. LOSAP

I move to approve the ESB to send a letter to CSMC requesting consideration to increase FY27 LOSAP program.

Motion by Jason Adams, second by Ken Hicks.

Motion Carries

Yea: Shawn Davidson, JA Nelson, Ken Hicks, Hattie Norris, Ernest Rogers, Jason Adams

D. Water Supply Council

J.A. Nelson provided an update on the locations that have either portable or the in-ground water storage tanks established throughout the county.

E. Revolving Loan Fund

I move to approve the ESB to send a letter to CSMC with recommendations to update the current revolving loan policy for Fire and EMS.

Motion by Jason Adams, second by Ken Hicks.

Motion Carries

Yea: Shawn Davidson, JA Nelson, Ken Hicks, Hattie Norris, Ernest Rogers, Jason Adams

F. Deer Wood Park Drive Report

I move that the ESB send a letter to the CSMC in support of establishing a recurring agenda item titled 'Deer Wood Park Drive Report' and to affirm the Board's commitment to receiving regular updates, reviewing recommendations, and requesting CSMC supporting the implementation process as outlined by the Recommendation Group.

Motion by Jason Adams, second by Ken Hicks.

Motion Carries

Yea: Shawn Davidson, JA Nelson, Ken Hicks, Hattie Norris, Ernest Rogers, Jason Adams

G. Hazmat 18

I move to endorse purchasing additional vehicles for Hazmat, retiring the current Hazmat 18 and forwarding a letter to the CSMC for consideration.

Motion by Jason Adams, second by Hattie Norris.

Motion Carries

Yea: Shawn Davidson, JA Nelson, Ken Hicks, Hattie Norris, Ernest Rogers, Jason Adams

6. BOARD MEMBER

Kiersten Shea wished everyone happy holidays and thanked everyone for their continued partnership and working together.

Hattie Norris wished everyone a happy holiday.

Jason Adams also wished everyone a safe and happy holiday season.

Dr. Kraig Melville wished everyone a happy holiday season and reminded everyone that it's a busy time of year but to be safe and enjoy your families and loved ones.

Shawn Davidson thanked Dr. Melville for everything he has done in a short amount of time and wished everyone a safe and happy holiday season no matter how you celebrate.

J.A. Nelson shared the same sentiments, have a safe and happy holiday season. He also reminded everyone to stay safe and watch extension cords.

7. PUBLIC COMMENTS

No public comments

8. ADJOURN

A. Adjourn

I move to adjourn the meeting 1836.

Motion by Jason Adams, second by Ken Hicks.

Motion Carries

Yea: Shawn Davidson, JA Nelson, Ken Hicks, Hattie Norris, Ernest Rogers, Jason Adams

Angelique Clem, Recorder

Minutes approved by the St. Mary's County Emergency Services Board on 2/11/26.