



**Prince Georges County Fire Commission Meeting  
Wednesday, August 6th, 2002  
Cranford/Graves Fire Services Building**

19:30: Meeting called to order by Chairman Robison.

Prayer and pledge by Chaplain Litchfield.

2004-2005 Fire Commission sworn in by Clerk of the Circuit Court, Mrs. Pugh.

Chairman Strine resumed regular meeting.

Chairman Strine:

- Offered thanks to everyone for the support and confidence.
- Presented Fire Commission badges to incoming Commissioners Bolden and Underwood.
- A dinner is being planned to honor Past Chairman Robison for 33 years of service to the Fire Commission. As soon as details are ready they will be given out.
- The following is of committees for the coming year. If you have any problems or need assistance with certain issues please see the appropriate Commissioner.
  - LOSAP – Mike Granados, Frank Underwood
  - Certifications and equivalencies – John Wood, Dave Fuller
  - Apparatus Maintenance – Harve Wood, Frank Underwood
  - Station Management Contracts – Charles Norris, Jonathan Bolden, Harve Woods
- Received a letter from Jim McClelland, Volunteer Operations Major regarding draft schedule and outline of topics for the proposed Prince Georges County Fire/EMS weekend scheduled for September 27<sup>th</sup> & 28<sup>th</sup>, 2003. Chief McClelland is asking for the endorsement of the Fire Commission for the seminar and approval of the seminar as meeting the continuing education requirements for Command Officers. **Motion by Commissioner Granados second by Commissioner Woods to endorse and accept the seminar as continuing education credits for Command Officers. Motion approved.**
- Received a letter from Jim Trexler outlining projects that were held up in the last fiscal year due to a projected shortfall in the budget.
  - Installation of safety eyes for overhead doors at station's 31 and 40 at a cost of \$7,200.
  - Repair overhead doors at station 17 at a cost of \$5,240.00.
  - Installation of two numeric security locks and two sets of panic hardware for two exterior doors. Installation of panic hardware for a separate door for a cost of \$1,088.99.
  - Repair a pothole with cracked asphalt in the center of the driveway in the area of the fuel site. This repair will cost \$2,387.

- Station 28 has requested the cleaning of the ductwork of the HVAC system at a cost of \$2,134.
- Station 17 has requested the installation of a 16-foot high wrought iron fence around parking lot adjacent to the station at a cost of \$7,995.00.
- Station 47 request the floors in the weight room and bunkroom be covered in vinyl tile at a cost of \$1,863.23.
- Commissioner Bolden advised of a request he received from station 8 to erect a chain link security fence around the station at a cost of \$2,050.00.

The total of all requests is \$30,197.27. **Motion by Commissioner Granados second by Commissioner Woods to approve all of the requests. Motion approved.**

- EMS supplies do come out of individual station budget.
- The audit will be held Saturday, August 16<sup>th</sup> starting at 8:00 with station 1.
- We are discussing moving the location of audits to the stations in the districts.
- We will be getting budget instructions for 2005 in October or November.
- Discussed putting a limit on stores requests for station per month.
- Reminded everyone that stores requests need to be priced out before submitting. Jim Trexler advises that the final column on the form can be used to put the prices.
- Col. Wells mentioned he had a request for \$15,516.00 to support Water Supply 30. More information is needed before any action can be taken.
- Discussed what needs to be done and what needs to be collected from individuals that separate from PFGD. It is imperative that PAT Tags, ID cards and running gear be collected for the individuals.
- The next budget meeting will be as always, the third Thursday of the month. Other Commissioners are encouraged to attend. Commissioner's Granados, Wood and Mutchler will work with Jim Trexler on trying to come up with a way to control running gear leaving the County when the user separates from the PGFD.

Commissioner Norris:

- No report.

Commissioner Woods:

- Received a request from Bowie VFD to spend up to \$4,500.00 of station management money for mounting brackets and installation of tools on Tower 39. **Motion by Commissioner Woods second by Commissioner Norris to approve the request. Motion approved.**
- Discussed what the procedures of what a person can do if the station they are transferring from will not sign the transfer form and confiscates their running gear. According to Past Chairman Robison it has been the practice that as long as the member was not facing any charges or discipline from the station they are transferring from, the Fire Commission would sign off on the transfer and send a letter to the individual station to release the running gear.
- Received another complaint regarding the physical process. The complainant will submit a written complaint and it will be brought up at the next meeting.

Secretary Mutchler:

- **Motion by Secretary Mutchler second by Commissioner Woods to accept the minutes of the July 16<sup>th</sup> minutes as submitted. Motion approved.**
- Received a request from a station for the Fire Commission to purchase an Ice Machine for the station. Would like to confirm with the rest of the Commissioners that it is still the policy of the Fire Commission not to use County funds to purchase Ice Machines for stations.
- Questioned on whether the Fire Commission had access to funds to purchase an ad in the Convention book. Since the Fire Commission is given space in the book already for it's report it is not necessary to purchase an ad.

Commissioner Granados:

- Have two requests for LOSAP, one does not qualify yet and the other does. **Motion by Commissioner Granados second by Commissioner Woods to accept LOSAP request from John A Nicholson Jr. from station 49 for 30 years service. Motion approved.**

Commissioner Bolden:

- Thanked everyone for their support for the election to the Fire Commission.

Commissioner Underwood:

- Thanked everyone for their support for the election to the Fire Commission.
- Working on the web based LOSAP program.

Commissioner Wood:

- **Motion by Commissioner Wood second by Commissioner Granados to add to the requirements for equivalency proof of Infectious Control. Amendment to the motion by Commissioner Granados to also add HIPAA training. Motion approved as amended.**
- Questioned on what was going on with obtaining replacement batteries for Motorola HT1000 radios. Batteries will not be replaced for after market batteries.

President Tucker:

- Discussed meeting with Tri-Data.
- Have CPR cards that need to get distributed.
- Need ads for the convention book, please help by purchasing an ad.

Report from Chaplain Litchfield.

Jim Trexler:

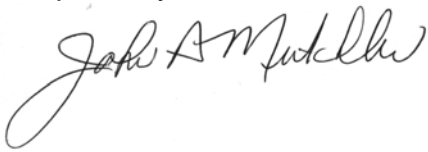
- Discussed the progress of the new stores catalog.
- Request Commissioners to check cost center and delivery point numbers on stores requests before submitting them.

- Personnel at Logistics will reduce quantity numbers if they feel someone is ordering excessive amounts of an item. This needs to be done to ensure that everyone can get what they need.
- Starting in September we will have a new vendor for cleaning turnout gear, Solution Safety Systems. Discussing with the vendor loading everyone's name and ID numbers and coming up with a system to keep track of the gear. Gear will be cleaned twice a year.

Questions and comments from around the room.

There being no further business to come before the Commission the meeting was adjourned at 21:15.

Respectfully,

A handwritten signature in black ink, appearing to read "John A. Mutchler". The signature is written in a cursive style with a large, looping initial "J".

John A. Mutchler  
Secretary