



**Prince Georges County Fire Commission Meeting
Wednesday, December 3, 2003
Cranford/Graves Fire Services Building**

1930: Meeting called to order by Chairman Strine.

Prayer and pledge by Chaplain Litchfield.

President Tucker:

- There will be a meeting of the Association Board of Directors on Wednesday, December 10, 2003 at 1800. This meeting will be just before the regular Association meeting at station 9 to discuss budget issues.
- Discussed a problem of stations sending people to VRS class before even being voted into the station yet. Would like the Commission to make a decision and policy about sending people to VRS before going through the application process. **Motion by Secretary Mutchler second by Commissioner Norris that no one be allowed to participate in VRS class unless they are an actual member of a volunteer corporation and they have a valid PGFD ID number. Motion approved.**
- Bunker Hill ribbon cutting ceremony will be Saturday, December 6th at 1100 hrs.
- The annual Legislative Breakfast will be held in January, no firm date has been set yet. Hopefully it will be held at station 20 again. More info to follow.
- Had lunch with the new Public Safety Director this past Monday. The Public Safety Director will be at the next Association meeting. We will be setting up a meeting with him and the Association, Fire Commission and Chief's Council to discuss the Blue Book and other issues.
- Need to set up a meeting to discuss the budget.
- Spoke with Lt. Col. Wells concerning the 508 money, he will get back with to us.

Chairman Strine:

- Discussed the preparation of the upcoming budget submission. The budget instructions instruct us to maintain our current level of funding for 2005, which was \$9,972,000.
- Discussed items we know will increase such as Apparatus Maintenance, Gasoline and the Application process. The way the budget process reads, for items we know that will increase we can ask for additional funding for.
- Met with Lt. Col. McGown and Lt. Col. Wells in regards to the movement of apparatus on none emergency calls and ways to conserve fuel. In an attempt to come up with way's to conserve and save on fuel costs, we will work with the Chief's Council, the Volunteer Division Chief's and the Colonels office to try to come up with a department wide policy that will go out to all stations for everyone to follow restricting the movement of apparatus on none emergency calls.

- Discussed the plan for implementing the Qualification and Certification of volunteer officers and members database.
- Distributed a list of members that have not had their fingerprints processed. Since we are now going to be charged \$42 a piece for fingerprint checks, each Commissioner is asked to take the lists to their companies and take off the name of anyone that is no longer active in their companies.
- Discussed what would be acceptable as continuing education for Chief officers. Appointed Commissioner's Granados, Woods, Mutchler and Wood to come up with suggestions.
- Need to set a date for the next Station Management Audit. The consensus of the Fire Commissioners is to hold the audit on Saturday, February 21, 2004.

Secretary Mutchler:

- **Motion by Secretary Mutchler to accept the minutes of the December 3rd meeting. Question on the motion, Commissioner Granados questions the form attached to the minutes. And Bill Tavel points out that on the last page, where station 4 is approved to use \$5,000.00 of station management funds it does not specify station 4. Secretary Mutchler amends the motion to accept the minutes of the December 3rd meeting as corrected, and stating that the form attached to the minutes has nothing to do with the minutes of the last meeting. Motion approved.**
- Advised everyone that the LOSAP procedures guide is now available on the Fire Commission web page.
- Question for Jim Trexler about whether Bunker Hill will be included in the Counties maintenance agreement for the HVAC system. Jim advised that Facilities Maintenance is in the process of sending some of their people to school to learn how to maintain the systems.
- Also questioned Jim regarding the printer requested for the stand-alone computer in the Fire Commission office.
- Presented an amended Form 4371, Personal Protective Equipment Request form for consideration. Discussion followed and the following recommendations were made;
 - On line 5 change Station Management Funds to General Operational Budget.
 - Under Gear Issued, remove Hood, Gloves and Suspenders and add PAT Tag and ID Card.
- **Motion by Commissioner Wood second by Commissioner Bolden to accept and approve the new form with the recommended changes. Motion approved. (Not unanimous)**
- Received an e-mail from Jonathan Ransom, President Hyattsville VFD requesting the re-issuance of the Station Management check that was returned to Prince Georges County. They have submitted all missing accident reports. The question arose as to if the check can be re-issued since the funds were from the last budget. A letter will be sent to Chief Blackwell for his input.

Commissioner Underwood:

- Received a request from the Chillum Adelphi VFD, station 34, to spend \$2,836.00 of Station Management funds for Insurance. **Motion by Commissioner Underwood second by Commissioner Norris to approve the request. Motion approved.**
- Received a request from the Beltsville VFD, stations 31 & 41 to spend \$2,000.00 from each station's Station Management funds to pay for Insurance. **Motion by Commissioner Underwood second by Commissioner Bolden to approve the request. Motion approved.**
- The LOSAP database is up and it appears to be working properly, although some bugs were found. Christine Barker advises that if all goes well it will cost \$10,000.00 to \$12,000.00 to have the program written to put the runs in.
- Discussed individual membership with the MSFA.

Commissioner Woods:

- Received a request from the Bowie VFD, station 43 to use Station Management funds to purchase a vending machine. **Motion by Commissioner Woods second by Secretary Mutchler to approve the request.**
Question on the motion, there was a question on whether Station Management funds could be used to purchase a vending machine, discussion followed. **Motion by Commissioner Woods second by Commissioner Bolden that since there is a question on the appropriateness of spending Station Management funds to purchase vending machines that the original motion be tabled until we can get an opinion from Audits and Investigations on the issue. Motion to table approved.**
- Requested input from the Chief's Council on their opinion about changing the Rope Standards and move from using 5/8" rope and move to using 1/2" rope. The Chief's Council had no problems with the proposed change. **Motion by Commissioner Woods second by Commissioner Wood that we adopt the new Rope Standard. Motion approved.**

Commissioner Bolden:

- Sent a list out at the last Association meeting concerning the station e-mail accounts.
- Met with Commissioner Norris and have prepared a draft proposal of the Station Management contract. Discussed changes that are in the proposal. Chairman Strine advises that each Commissioner has a copy of the proposal and will look it over and we will discuss it at a later time.

Chairman Strine (As District 5)

- Myself, Col. McGown, Col. Wells, Mr. Crisman, Arthur Cox and Laura and Harve Woods visited the new facility purchased by the Underwater Rescue & Recovery Team. Station 56 is going to draft a plan as to what they want from the Fire Commission in regards to their needs at the new facility.

Commissioner Norris:

- **Motion by Commissioner Norris second by Commissioner Bolden to approve a request from the Forrestville VFD, station 23 to spend \$4,000.00 of Station Management funds for their annual banquet. Motion approved.**
- **Motion by Commissioner Norris second by Commissioner Woods to approve a request from the Clinton VFD, station 25 to spend \$2,096.00 of Station Management funds for Insurance on the building and storage building and contents. Motion approved.**
- Approved as the District Commissioner the following expenditures for the Clinton VFD, station 25:
 - \$1,200.00 to purchase a Honda 5000 Generator to be placed on Truck 25.
 - \$1,500.00 to replace another Generator that will be placed on the Water Supply unit.
 - \$1,700.00 for Income Tax preparation.

Commissioner Wood:

- **Motion by Commissioner Wood second by Commissioner Granados to approve FF1 equivalency for Jason Deal from the Silver Hill VFD, station 29. All paperwork is in order an he meets the requirements. Motion approved.**

Report from Chaplain Litchfield.

Col. Wells:

- Gave update on services for ERT Nadar Hammett.
- 508 checks have been requested.
- Discussed the implementation of a new Records Management system that Information Systems is working on.

Jim Trexler:

- Discussed status on business cards.
- Phase II study at station 40 should start next Tuesday, December 9th, depending on the weather.
- We are trying to save money by locking in on Natural Gas prices.
- We have a revised spreadsheet on station maintenance.
- As requested by the Fire Commission, Logistics has started the inventory of what gear is being issued. It will contain the individuals name, date issued, ID number, station and what was issued. This information will be given to the Fire Commission monthly.
- Received a request from the Bowie VFD, station 43 to have some windows repaired. Facilities Maintenance has said that they will not repair them because they did not install them in the first place and are probably not familiar with the type of windows. Discussion followed as to why Facilities Maintenance will not fix the windows.

- There is still 14 bags of gear from the Asbestos contamination waiting for pick up at Logistics. Since all but 1 is from District 2, Secretary Mutchler will handle getting in touch with these people to get them to come and pick up their gear.

Questions and comments from around the room.

Chief McGill from the Riverdale Heights VFD, station 13 is requesting that the Fire Commission approve the repair of Ambulance 139. Lengthy discussion followed. **Motion by Secretary Mutchler second by Commissioner Bolden that the Fire Commission “not” approve the repairs. Motion failed.**

Motion by Commissioner Woods second by Commissioner Granados to approve the repairs to Ambulance 139.

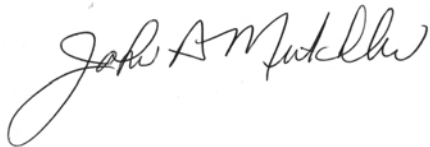
Question on the motion and after lengthy discussions Commissioner Woods offered an amendment to his original motion.

Amended motion by Commissioner Woods second by Commissioner Granados to place Ambulance 139 back on County maintenance and Insurance. Motion approved. (Not unanimous)

Vote on the original motion to approve the repairs to Ambulance 139, Motion approved. (Not unanimous)

They're being no further business to come before the Commission the meeting was adjourned at 21:50.

Respectfully,



John A. Mutchler
Secretary