



**Prince Georges County Fire Commission Meeting
Wednesday, August 20, 2003
Boulevard Heights VFD, Station 17**

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

Prayer and pledge by Chaplain Litchfield.

Chairman Strine:

- Thanked Boulevard Heights for hosting the meeting and for the meal they provided.
- Discussed what the feeling of the rest of the Fire Commissioners were on moving the Fire Commission office to Basil Court. General consensus is it is a good idea and we should look into it further.
- The regular monthly budget meeting has not been scheduled yet, as soon as it is everyone will be informed.
- Station Management checks are available tonight. Some checks are short because of excessive fuel usage.
- Discussed adding phones to the phone systems at station 24 and 29. Jim Trexler will speak more on it in his report.
- Discussed the possibility of acquiring new EMS only running gear.
- We are currently approved 6 VRS classes and are still awaiting word on our request to increase it to 11.
- Discussed ventilation system at station 26.
- Discussed pagers, we have approximately 40 extra pagers we can utilize if we get them fixed.
- Read a letter from Chief McClelland, station 5, concerning renovations to station 5. Response is forthcoming from the Fire Chiefs office.
- Discussed audit held on Saturday, August 16th. The following stations did complete the audit and their Station Management checks will be held until they have done so, stations 1, 2, 4, 9, 17, 34 & 40.
- Discussed 2 new Fire/EMS directives from the Fire Chief regarding a fuel truck being placed in service and new policies for the Rescue Units.
- Read a letter from the Kentland VFD concerning the swift response received to their request for uniforms for their members for an upcoming funeral of a deceased member.

Vice Chairman Fuller:

- Station 56 is inquiring about a Swift Water Rescue class. Will check with MFRI regarding an instructor for the class and will get back to station 56.
- Discussed a minor problem with VRS classes. It would be helpful if new members could get a provisional number so they can take VRS while waiting for the application process to complete.

- **Motion by Vice Chairman Fuller second by Commissioner Wood to send a letter to the Fire Chief requesting new members be issued provisional number in order to allow them to take VRS class while waiting for the application process to complete. Motion approved.**

Secretary Mutchler:

- **Motion by Secretary Mutchler second by Commissioner Granados to accept the minutes of the August 6th meeting as amended. Motion approved.**
- Requested all Commissioners turn in their information for their Business Cards.
- Minutes on the web page are now working.

Commissioner Underwood:

- Chillum Adelphi VFD, station 34 is requesting the ducts for the HVAC system be cleaned. Request will be forwarded to Jim Trexler.
- **Motion by Commissioner Underwood second by Commissioner Norris to approve Station Management fund expenditure for station 11 of \$5,025.00 for Preventive Maintenance contract for station air conditioning units. Motion approved.**

Commissioner Wood:

- Discussed request from station 39 on status of the Bunkroom project at station 39 that was approved in the last fiscal year. Total cost of the project is approximately \$30,000.00, with the exception of the electrical work members of station 39 will be doing the work themselves, Jim Trexler will research the request and get back to the Fire Commission.
- Discussed what the mechanism is for stations requesting building supplies. Requests should be submitted on a speed letter and quotes should be obtained from Lowe's.

Commissioner Bolden:

- Discussed the funeral arrangements for Brian Jones of station 33.

Chairman Strine, District 5:

- The roof at station 24 will be repaired.
- Station 21 is getting a new generator for engine 212.

Commissioner Norris:

- Allentown Road VFD station 32 is requesting the outside of station 32 be painted. Request will be forwarded to Jim Trexler.
- Morningside VFD station 27 is requesting to have their parking lot re-stripped. Request will be forwarded to Jim Trexler.

Commissioner Granados:

- Received 3 LOSAP reports and reminded everyone that LOSAP is due to be turned in by September 15th.

Commissioner Wood:

- Working on getting a letter out to all stations advising them of the requirement of having proof of HIPAA and Infectious Control training before receiving approval for equivalent training.

Jim Trexler:

- Discussed the new Stores catalog and procedures to order from it.
- Discussed a problem with generator at station 18.
- Discussed problems at station 31 and other stations that do repairs and remodeling on their own and then request the county to make repairs.

Comments for Past Chairman Robison.

President Tucker:

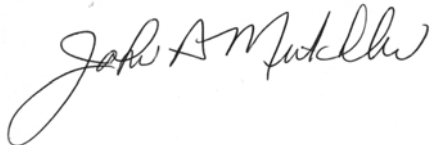
- Looking for a place to create a museum.

Questions and comments from around the room.

Report from Chaplain Litchfield.

They're being no further business to come before the Commission the meeting was adjourned at 21:00.

Respectfully,

A handwritten signature in cursive script that reads "John A. Mutchler". The signature is written in black ink and is positioned above the typed name and title.

John A. Mutchler
Secretary