



**Prince Georges County Fire Commission Meeting
Wednesday, November 19, 2003
Cranford/Graves Fire Services Building**

1930: Meeting called to order by Chairman Strine.

Welcome by Chief Mellits.

Prayer and pledge by Chaplain Litchfield.

Chairman Strine:

- Chairman Strine, Vice Chairman Fuller and Commissioner Wood met with Col. McGown concerning the volunteer certification issue. It is the position of the Fire Commission that the certifications be administered by the Fire Commission and all pertinent records be kept in the Fire Commission office. The Fire Commission is in receipt of the database containing volunteer training records, which needs to be updated. Discussion on how the volunteer certification program will work.
- Discussed list of operating and CIP budget costs and the need to prioritize projects. With the funds we have available we should be able to do most of the projects. **Motion by Vice Chairman Fuller second by Commissioner Woods to authorize Mr. Trexler to move forward with the items on the list that were identified in the operational and CIP budget. Motion approved.**
- Read a letter from Col. Wells requesting copies of the summary reports of the last Station Management audit. Noted by Vice Chairman Fuller that due to the last Station Management checks being received so close together, that the audit summaries will not reflect a true and accurate picture of Station Management fund balances. Most stations will be carrying larger balances than what they would normally carry over. **Motion by Vice Chairman Fuller second by Commissioner Woods to provide the information. Motion approved.**
- Col. Wells is requesting a meeting on Monday, November 24th at 1300 hrs in regards to the fingerprinting problem. There is now going to be a cost factor in getting fingerprints done and it needs to be discussed about where the funds will come from. Any Commissioners that would like to attend are welcome.
- The Fire Commission has been invited to take a walk through of the new facility purchased by the Underwater Rescue & Recovery Team on Thursday, November 20th at 1400 hrs. All Commissioners are invited and encouraged to attend.
- Discussed the possibility of breaking up the Station Management audit into districts or battalions. It was decided to keep the current process for the time being.
- Read a list of volunteers that did not show up for their scheduled physical.

Vice Chairman Fuller:

- A flyer will be coming out soon about the Command and Staff course. The course will be held this year in Memphis Tennessee. We will be able to use the MFRI contract. The cost is a little more than last year so we may be only able to send 6 to 8 instead of 10.
- We also took money out of the MFRI contract to increase the VRS classes from 6 per year to 11 per year.

Secretary Mutchler:

- **Motion by Secretary Mutchler second by Commissioner Granados to accept the minutes of the September 5, 2003 meeting. Motion approved.**
- All LOSAP forms as well as the schedule D form and Authorization of Expenditure form are now available on the Fire Commission web page. The LOSAP Procedures book (Yellow book) will be available on the web page in the near future. If anyone has any suggestions of other forms or anything other information they think will be beneficial to have on the web page may submit their suggestions to the web master.
- Thanked everyone for their cooperation in keeping the unnecessary chatter and noise down during the meeting. It was very helpful in preparing the minutes and hopefully will continue.

Commissioner Underwood:

- Still having problems getting the LOSAP program up and running. Still working on the problems.
- At the last State Executive committee meeting it was decided that all station that have not turned in their tag audits would not be issued new tags. The only stations effected are stations 27 and 28, who have not turned in their tag audits.
- As of Friday, November 21st I will be off for 10 day's, if you need me page or call me.

Commissioner Woods:

- The West Lanham Hills VFD is requesting the replacement of a K-12 saw that was damaged beyond economical repair on an incident. The request will be turned over to Jim Trexler.

Commissioner Norris:

- No report.

Commissioner Wood:

- **Motion to accept equivalent training for FF 1 for the following individuals:**
 - **Phillip Geravars, station 8**
 - **Seth Bowie, station 8**
 - **Matthew Shaffer, station 9**
 - **Adam Brown, station 9**
 - **Stephen Teagarden, station 9**

- **Jeffrey Magagna**
- **Matthew Despas, station 9**
- **Brent Strasbaugh, station 9**
- **Kenneth Zimmerman, station 9**
- **Andrew Leightcap, station 9**
- **Mark Ruscauge, station 9**

Motion approved.

Commissioner Granados:

- LOSAP reports were delivered to Pension and Benefits with 100% being turned in.
- Working on the paper work for the awardees and hope to be finished by the middle of December.
- **Motion by Commissioner Granados second by Commissioner Woods to accept LOSAP request for the following individual:**
 - **Garfield Biddle, station 18 for 25 years service.**

Motion approved.

Chairman Strine:

- Need a recommendation from the Fire Commission on whether to repair the 3rd pumper from Kentland VFD. Last year \$13,000.00 was spent on repairs to this vehicle. So far this year \$4,200.00 has been spent. The estimate for the current repairs totals approximately \$10,300.00. The pumper has been, and will continue to be made available to stations in need of a pumper. Discussion on criteria for making decisions on repairs.

Motion by Commissioner Woods second by Commissioner Underwood to recommend making the needed repairs. Motion approved.

- Need a recommendation on whether to repair ambulance 139. Estimated repair cost will be around \$2,000.00. **Motion by Commissioner Granados second by Commissioner Woods to table the issue until the next meeting. Motion approved.**

Report from Chaplain Litchfield.

Col. Wells:

- Request a meeting with the Chairman on Friday, November 21st at 0900. All Commissioners are invited to attend.

Jim Trexler:

- There is still a lot of Turnout Gear at Logistics that was decontaminated and waiting to be picked up.
- Have a meeting with FOM to go over other work that needs to be done. If something comes up that wasn't on the list, like overhead doors or HVAC systems, they will get priority.

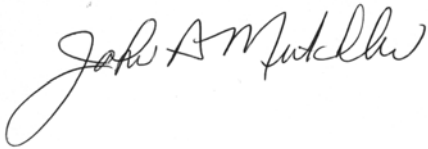
- Due to a problem obtaining Child and Infant airways, they were dropped from the inventory and we are going with a kit that contains all of the airways sizes in it. The stock number for the kit will be gotten out to the stations soon.
- Discussed the keeping of stats.

Questions and comments from around the room.

Motion by Commissioner Granados second by Vice Chairman Fuller to approve expenditure of \$5,000.00 of station management funds to go towards the purchase of new furniture at the new Bunker Hill Fire Station. Motion approved.

They're being no further business to come before the Commission the meeting was adjourned at 21:25.

Respectfully,

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

John A. Mutchler
Secretary