



**Prince Georges County Fire Commission Meeting  
Wednesday, June 23, 2004  
Underwater Rescue & Recovery Team, station 56**

1930: Meeting called to order by Chairman Strine.

Prayer and pledge by Chaplain Litchfield.

Chairman Strine:

- Thanked the Underwater Rescue & Recovery Team for hosting the meeting.
- Printouts have been given to all Commissioners showing the monthly expenditures. We are still showing a deficit of \$760,000.00, which is down from last month. Funds were found in a blanket contract with Johnson & Towers that was not going to be used, so \$195,000.00 was moved from this contract to Apparatus Maintenance. Apparatus Maintenance is still projected to be \$980,000.00 over budget. Fuel is projected to be almost \$49,000.00 over budget.
- Over 1/3 of our budget is spent at Apparatus Maintenance, this year approximately \$3,360.00. The Fire Commission needs to develop a policy putting some type of controls on Apparatus Maintenance to help keep costs down and within the budget.
- Discussed the proposed Station Management contract and some of the major changes.
  - Station Management funds for stations 2, 3 and 4 will be reduced over the next 3 years down to \$8,000.00 per station.
  - Starting July 1, all volunteer training records will be kept on file at the Cheltenham Training Academy. Stations can submit any training updates directly to the Training Academy or send them to the Fire Commission office.
  - All officer certifications will continue to be sent to the Fire Commission.
  - Yearly submissions of training certifications will no longer be required. By February 1<sup>st</sup> of each year, stations will be required to submit to the Fire Commission a roster of all Active, Operational and Administrative members of their corporations. The list will include the member's Name, Rank, ID number and whether they are Operational, Administrative, Active or Inactive. The list should also include any member that has submitted a transfer or has resigned from the corporation. All training certifications will/should be on file at the Training Academy.
  - The amount each corporation may carry over in their Station Management account from one fiscal year to the next is being reduced to \$1,500.00. The process for requesting waiver for this requirement will still be available.

**Motion by Commissioner Granados second by Commissioner Bolden to approve the proposed Station Management contract.  
Motion approved.**

- Discussed with members from stations 2 and 4 that are in attendance what the plan is on moving the rest of the corporations into the Bunker Hill facility. The Bunker Hill facility is now open and we are still paying utility bills on the stations that were supposed to move into the facility. Further discussion and action will be forthcoming concerning this issue.
- Discussed an issue that was put before the Fire Commission at the last meeting by Jim Trexler concerning the Oxygen cylinder inventory that was conducted. The Fire Commission needs to decide whether they are going to make a policy outlining the number of cylinders that each station will be authorized to have. Lengthy discussion ensued concerning the issue. **Motion by Commissioner Granados second by Commissioner Underwood that the Fire Commission notifies Logistics to adjust the amount of Oxygen cylinders assigned to each station to the currently established standards. Motion approved.** Copies of the current standards will be placed in the packets at the next Association meeting and sent out to all stations. Any stations that can justify the need for more will be handled on a case-by-case basis.
- Reminded all Commissioners that were in Ocean City for the MSFA convention that they need to turn in their travel expenses by the end of the week in order to get them credited on the FY 04 budget.
- All stations that have apparatus on county maintenance are required to submit a monthly Apparatus Check Sheet, form 3947 to apparatus maintenance. There are several stations, 2, 4 and 33 that are not submitting this form. The consequences of not submitting the form could be exclusion of having station apparatus repaired and/or serviced by apparatus maintenance. Note: President Tucker advises that the 40-hour career Technician school will be offered to volunteers starting this September. The school will be on Tuesday and Thursday evenings and Saturday during the day.
- Received a request from the West Lanham Hills VFD to have the Fire Commission spend approximately \$19,000.00 to convert engine 283 into a Foam Wagon. The request will be given to Commissioner Woods to investigate and to bring back a recommendation.
- Tower 39 will be going on county maintenance as of July 1<sup>st</sup> with the Bowie VFD still insuring it.
- Both meetings in July will be held at the Fire Services Building. The first meeting, July 7<sup>th</sup> will be nominations for Fire Commissioners. The second meeting, July 21<sup>st</sup> will be elections for Fire Commissioners. Each station must submit a Certificate of Authority before or on the night of the nominations.

Secretary Mutchler:

- **Motion by Secretary Mutchler second by ? to accept the minutes of the June 2<sup>nd</sup> meeting as submitted. Motion approved.**
- As requested at the June 2<sup>nd</sup> meeting a Fire Commission policy has been drafted concerning the Station Management audit procedures. After reading the draft, Fire Commission Policy 04-02, **motion by Secretary Mutchler second by Commissioner Norris that the draft be adopted. Motion**

**approved.** Copies will be sent to each station and placed in the packets at the next Association meeting.

Chairman Strine advised that the Station Management checks have been requested to be available at the next audit and suggests the next audit take place on Saturday, August 21<sup>st</sup>. Due to a schedule conflict with several people with the MSFA Executive meeting, **motion by Secretary Mutchler second by Commissioner Granados to schedule the August Station Management be scheduled for Saturday, August 28, 2004 starting with station 1 at 08:00 at the Fire Services Building. Motion approved.**

Commissioner Underwood:

- Discussed the LOSAP database. The database is up and running if any station wants to use it.
- Discussed the progress of the Minimum Training Requirements/Standards Committee.
- The Oxon Hill VFD is requesting to take back control of their Station Management books. Discussed what has been going on with them the last few years. Requesting to audit the books from stations 21 and 42 as soon as possible to prepare for transferring responsibility back to the Oxon Hill VFD.
- Announced candidacy for the District one Commissioner seat.

Commissioner Bolden:

- Station 46 has had a leadership change and has been working with them to bring them up to par on the process.

Chairman Strine as District 5 Commissioner:

- It was discussed and decided on at the monthly budget meeting that starting with the August Station Management checks, station 56 will receive \$8,000.00 for station 56 and \$4,000.00 for station 56 A.
- Also concerning station 56, we are working on start to phase in some of the expenses for the station. The first thing we are working on picking up in FY 05 is the slip fee. Hopefully within the next couple of weeks this will be finalized. Then we will start working on phasing in the other expenses.

Commissioner Norris:

- Received request from the District Heights VFD, station 26 to spend \$2,500.00 of Station Management funds to cover the station alerting system and new furniture. **Motion by Commissioner Norris second by Commissioner Bolden to approve the request. Motion approved.**
- Received another request from the District Heights VFD, station 26 to spend \$3,000.00 of Station Management funds for Steel Gear Racks. **Motion by Commissioner Norris second by Commissioner Bolden to approve the request. Motion approved.**
- Received a request from the Morningside VFD, station 27 for the Fire Commission to supply building materials through Logistics to erect a Save Our Own prop.

No action will be taken on the request until a complete materials list, with costs and drawing of the project.

- Announced candidacy for the District 6 Fire Commission seat.

Commissioner Granados:

- Was notified of the death of a member of station 8 and is waiting for the paperwork.
- LOSAP is due after July 1<sup>st</sup> and has to be turned into the Fire Commission no later than September 1<sup>st</sup>.

Chairman Emeritus Robison:

- Discussed a budget meeting attended in Annapolis where it was revealed that the State is going to merge the Emergency Assistance Trust Fund and the Low Interest Loan Program. Gave a lengthy update on the issue along with other issues that concern the fire service.

President Tucker:

- The Motor Vehicle Administration has decided that since volunteers are not employees of Prince Georges County that they will be ineligible to give the drivers tests. Col. McGown is currently working on the issue and there are hopes that it will be resolved soon.
- Notice came out today that there would be an awards ceremony at the Fire Services Building tomorrow at 1600 hours. Several volunteers will be receiving awards, if you can make it, it would be appreciated.
- There are a large number of volunteers that are certified to take fingerprints. There will be a list on the web page and if you need fingerprints for anyone in your station you can contact anyone on the list.
- Talked about discussions held with the Fire Chief and County Executive of Montgomery County concerning reached in Montgomery County to collective bargaining with Montgomery County volunteers. Mr. Carr and Mr. Duncan have agreed to send information concerning the program back to the Prince Georges County Volunteer Fire & Rescue Association as it is developed.
- Thanked Mr. Deskens for an outstanding open house held in Ocean City.

1<sup>st</sup> Vice President Alferi:

- Commented on station 56's new station.
- Discussed the program with the sale opportunity coming up with the Association. This will be discussed at more length at the next Association meeting.

Kenny Oladeinde:

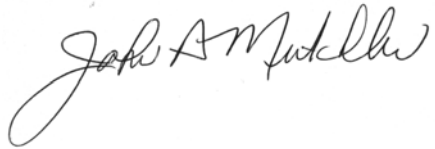
- Update on Baden project.
- Update on Brandywine project.

Report from Chaplain Litchfield.

Chairman Strine entertained question and comments from around the room.

They're being no further business to come before the Fire Commission the meeting was adjourned at 21:30.

Respectfully,

A handwritten signature in cursive script that reads "John A. Mutchler". The signature is written in black ink and is positioned below the word "Respectfully,".

John A. Mutchler  
Secretary