

Emergency Services Advisory Council
June 28, 2023, Meeting Minutes

Members Present: Rick Baker, Michael Robinson, Michael Karolenko, Robert Buckley, Lynn Karr-Kratz, Dan Plunkert, Blane Wright, Linas Saurusaitis, David Coe, Andrew Wooden, Commissioner Michael Guerin, Dr. Stephanie Kemp, Susan Mott

Members Absent: Brett Six, Dr. John Murphy

Guests: Eddie Ruch, Joe Ross- Shift Commander

Public Present: George Wentz- CCVESA 1st VP

Chairman Baker opened the meeting at 19:06 with the Pledge of Allegiance.

Dan Plunkert made a motion to approve the May meeting minutes. David Coe seconded. The motion was passed.

Board Member Comments:

Chairman Baker presented Eddie Ruch and Lynn Karr-Kratz with Letters of Appreciation for their 3 years of service on ESAC.

Public Comments:

None

Director/Chief's Report:

- Chief Robinson provided updates on the hiring process including the 27 new people starting on July 6th.
- Chief Robinson announced the resignation of the Training, Health & Safety Officer, Kevin Fox, which is effective on July 7th. His position has been posted and will be advertised until July 18th.
- Chief Robinson announced the resignation of Shift Commander Scott Svoboda which was effective June 15th.
- Chief Robinson announced the promotion of Guy Garheart from Station Lieutenant to Shift Commander, which will go into effect on July 22nd.
- Chief Robinson stated the SOP policy for internal promotions is being developed.

- Chief Robinson shared Michael Stoner's title will change as of July 1st. His new title will be Assistant Chief-EMS.
- Chief Robinson shared that DFEMS had a recruitment booth at the Maryland State Fireman's Association (MSFA) convention in OC.
- Chief Robinson and his staff are looking at various strategies to help with staffing including voluntary overtime and enhanced recruiting efforts.
- Chief Robinson provided an update on EMS Billing. A second billing specialist position has been approved.
- Chief Robinson mentioned the new pay scale (3.55% increase) will go into effect starting July 1st.
- Chief Robinson announced the renewal of Dr. Kemp's contract for Medical Director.
- Brief attached.

Medical Director's Report:

- Dr. Kemp shared hospital off-loading is at 90% throughout the state.
- She shared there will be an active assailant training in July.
- Dr. Kemp is reviewing EMS reports and mentioned it's encouraging seeing good and improved reporting.

Commissioner's Report:

- Commissioner Guerin stated starting July 1st recreational cannabis becomes legal.

CCVESA President's Report: Nothing to report

Committee Reports:

EMSOPS- David Coe thanked Eddie Ruch for his years of service. He mentioned there was a meeting on June 22nd. There is a protocol update July 1st and the information was emailed to the Chiefs.

Old Business:

- Action Items from last month
 - Job Description for Data Analyst- Chief Robinson announced the job description has been written.
- Posting of Policies
 - The issue with SharePoint has been addressed and the Chiefs should have access to view the policies.

- The CCVESA website will be the central location for DFEMS policies for now.
- Andrew Wooden suggested using Google Drive as a temporary fix so everyone can view the policies. There is more work to be done on standardizing the location of policies.
- Staff Personnel
 - Dan Plunkert is to get the group together, however, he's not getting any feedback.
 - Need to continue with strategic planning.
- Fire 101
 - Michael Karolenko will help with this and he mentioned maybe holding the training in the fall.
 - Susan Mott stated CCVESA is making changes to the training and there is a group meeting in two weeks.
 - Michael Karolenko and Susan Mott will work together and report back at next month's meeting.
 - Rick Baker would like the training to be done at the Public Safety Training Center. More to follow.
- FY25 Suggested Requirements
 - Dan Plunkert commented that there is not enough in the budget for Chief Robinson's plan.
 - Commissioner Guerin brought up the serious need of the personnel requirements. He also stated that discussions about funding for personnel need to continue with Roberta Windham and others.
 - Rick Baker and Chief Robinson stated 84 positions are needed to fill the stations, not including floaters.
 - Rick Baker will provide whatever is needed to the Commissioners.
 - Lynn Karr-Kratz mentioned the Op Plan should have the info.
 - Commissioner Guerin needs to see the plan for the numbers.
 - Linas Saurusaitis commented the fire houses can't sit empty and the plan may need to change.
 - Rick Baker mentioned the background information was given to the previous Commissioners. He also mentioned only about 75% of the county's calls are being supported by DFEMS staffing. Half the stations are unstaffed with DFEMS personnel and will stay that way until FY25.
 - Linas Saurusaitis commented the volunteers cannot support stations for EMS.

- Michael Karolenko commented the staffing is not sustainable and money needs to be found. He also stated there is already issues with supervision.
- Chief Robinson commented there will be revenue once the billing starts.
- Rick Baker stated that once the Data Analyst position is filled it will give us information to move forward.
- Chief Robinson stated Medicaid supplement will not be until next year and billing needs to be done correctly.
- Rick Baker stated that Safer Grants need to be looked into and applied for.
- Commissioner Guerin will talk to Chief Robinson about the Safer Grants.
- Eddie Ruch stated that there has not been a missed call at Sykesville Fire Dept. since June 8th and the six people per shift that have come aboard have made a significant impact. He also mentioned that volunteer members are lost due to the cost of living in the area.

New Business:

- Apparatus Policy
 - Andrew Wooden stated the formatting has been cleaned up and has been approved in FROPS.
 - Rick Baker stated the policy will be voted on next month.
- Policies
 - For the interim, policies will be located on CCVESA's website for everyone to view.
 - Chief Robinson mentioned the SharePoint site was fixed on June 28th.
 - Eddie Ruch recommended the Chiefs have access to it and then they would send out the policies to everyone.
 - Chief Robinson commented the policies will be moved to DFEMS website and that the General Orders are already posted on the web page.
 - Rick Baker suggested Chief Robinson send an informational email on where the policies are located. He also stated that some, if not all the 28 policies need to go through ESAC. The policies should be reviewed five at a time.
 - David Coe is to send the five policies to be reviewed to Chief Robinson.
 - Chief Robinson stated the Medical Director will have final say.
 - Dr. Stephanie Kemp commented she is open to suggestions on policies.
 - Rick Baker stated communication needs to be open and policies need to be in one location.
 - Dan Plunkert commented there are discrepancies in the MOU and what is being said now.

-Chief Robinson stated there are challenges due to the process and the layers of the budget that goes through the committee.

Board Member Comments:

Commissioner Guerin mentioned there needs to be a mechanism in place to request improvements.

Lynn Karr-Kratz commented there is a breakdown in communication between agencies. She also stated that if budget denies a request, it needs to be presented to the Commissioners.

Susan Mott stated there needs be a budget structure and communication is a huge part of the budget process.

Michael Karolenko suggested there be a procurement committee, with ESAC passing on support to the committee.

Rick Baker suggested getting the policies approved and then sending recommendations to the Commissioners.

Andrew Wooden stated he has not been to the Company yet about the truck/ladder policy. He also commented the appeals process is not being fully followed. Chief Wooden informed Commissioner Guerin there will not be a purchase of a ladder truck at Reese.

Rick Baker was elected as the Chair of ESAC for another year.

Linus Saurusaitis was elected as Vice Chair.

Chief Robinson recognized Bruce Fleming for his years of service as President of CCVESA. Chairman Baker has a Letter of Appreciation for his service on ESAC to present as well.

Action Items:

1. Chief Robinson will send the approved staffing plan to Commissioner Guerin.

2. Dan Plunkert is to get his group back together and discuss it at next month's meeting.
3. Chief Robinson is to send an informational email about where policies are located.
4. David Coe is to send the five policies to be reviewed to Chief Robinson.
5. Kim Dubbert is to distribute the five policies.
6. Michael Karolenko and Susan Mott are to meet to discuss Fire Ops 101.

The meeting was adjourned at 21:40.