

Emergency Services Advisory Council
May 15, 2024 Meeting Minutes

Members Present: Robert Buckley, George Wentz, Brett Six, Mike Karolenko, Linas Saurusaitis (virtual), Michael Robinson, Dr. John Murphy, David Coe, Dr. Stephanie Kemp (virtual), Rick Baker (arrived 20:35)

Members Absent: Dan Plunkert, Blane Wright, Andrew Wooden, Commissioner Michael Guerin

Public: Heather Blum- CCVESA Secretary, Michael Washington- Retired Chief of Cincinnati, Shift Commander Lt. Max Nickey- DFEMS, JJ Lynott- Hampstead, Scott Dayhoff

This meeting was chaired by David Coe. Chairman Coe opened the meeting at 19:05 with the Pledge of Allegiance.

Dr. Murphy made a motion to approve the March meeting minutes. Brett Six seconded. The motion was unanimously passed.

Board Member Comments:

-Linas Saurusaitis shared that JJ Lynott, who is in attendance at this meeting, is the pending replacement for the eastern region ESAC representative.

-Chairman Coe welcomed new CCVESA President George Wentz. He also thanked everyone involved in the recent Chamber of Commerce Public Safety Awards.

-Dr. Murphy stated that he met with Commissioner Kiler at Lineboro's fire station regarding the 84 positions needed for FY25. Dr. Murphy feels that the Board of Commissioners has not prioritized Fire & EMS and has failed to fulfill a basic responsibility of government.

Director/Chief's Report: Report attached.

-Chief Robinson gave updates on the FY25 budget process which is still ongoing until the budget adoption on May 21st. Chief Robinson is reviewing options for how to cut \$2.8 million from the DFEMS budget as directed by the Board of Commissioners.

-The \$320,000 that is planned to be given to CCVESA for FY25 will not be enough to fully fund the FADO positions for the seven remaining stations.

-Chief Robinson shared that he will be presenting DFEMS Lifesaving Awards for clinical saves made during 2023. Awards will be presented next week as part of EMS Week activities.

Commissioner's Report: Not present.

Medical Director's Report:

-Dr. Kemp thanked those that accepted her award at the Chamber of Commerce Public Safety Awards ceremony. She was unable to attend but is privileged to be able to work alongside crews in field providing care.

-Dr. Kemp reported that they are continuing to clear new medics.

-QA remains robust with a few issues recurring each month.

-There were 50 attendees at last month's EMS Continuing Education session. The next one is planned for May 28th and is open to anyone.

-There will be a meeting with Carroll Hospital on June 7th. Topics of discussion will include wait times and issues with radio traffic.

-The newer chase medics are almost entirely trained on Ketamine, patient restraints, cyano kits and cricothyrotomy. She would like to train everyone on pain dose Ketamine.

CCVESA President's Report:

-George Wentz reported that EST graduation will be held on June 1st.

Committee Reports:

EMSOPS

-David Coe reported that the May EMSOPS meeting was cancelled due to Chief Zaney being out of town.

-A new committee chair will need to be elected in May or June.

FROPS

-The Lithium-Ion Battery policy was approved by FROPS with no additional corrections.

Old Business:

- Lithium-Ion Battery Policy

Dr. Murphy made a motion to approve the Lithium-Ion Battery Policy. Mike Karolenko seconded. The motion was unanimously passed.

- Budget Update
 - Chairman Coe reviewed a letter drafted by Rick Baker to the Commissioners outlining a proposed course of action for staffing the remaining fire stations for FY25.
 - The letter discussed funding 56 positions as planned, using EMS Billing money to fund 16 additional positions and utilizing 12 floater positions for a total of 72 positions for FY25.
 - Mike Karolenko is dissatisfied that Commissioners used EMS Billing revenue to reduce the DFEMS budget by \$1.5 million and added that money to the general fund to fund other projects.
 - The group discussed the \$320,000 that is planned to go to CCVESA to help fund the FADO positions. Some ESAC members would like that money to be kept in the DFEMS budget to be paid out to CCVESA as needed instead of in a lump sum. It was suggested that the letter be edited to reflect this change.
 - Chief Robinson approves of the plan outlined in the letter.
 - Linas Saurusaitis stated that he is in favor the letter. EMS billing money is meant to be reinvested into the system.

Mike Karolenko made a motion for ESAC to submit this letter to the Commissioners prior to tomorrow's budget session with the edit of changing the \$320,000 to DFEMS's budget instead of a lump sum to CCVESA. Linas Saurusaitis seconded. The motion was unanimously passed.

New Business

- Hazmat Communication Plan
 - Chief Robinson stated that this policy is needed to address the MOSH violation at station 4 (Manchester).
 - David Coe stated that the policy has not been reviewed by FROPS yet. He suggested it be put in place as an interim policy until the final comments from FROPS are received.

- Projects for Next Year
 - Rick Baker stated that the Adequate Facilities document that the county is using has numerous issues including the fact that certain calls/call types are not counted. ESAC should have input in editing this document.
 - Chief Robinson noted that Katie Spurrier (DFEMS Data Analyst) should be involved as well as Bryan Van Fossen (DFEMS Emergency Services Specialist) and the volunteer chiefs.
 - Chief Robinson suggested the need for an external study to develop a comprehensive fire and EMS plan for Carroll County that would address ISO, standard of cover and more. No one internal should be involved in order to get a true representation. This was done by Frederick County a few years ago. The idea has been brought up to the Commissioners. It would be a working document along with our strategic plan.
 - David Coe noted that such a study could be used as a guide regardless of who is in charge of the department.

Action Items:

1. Rick Baker will edit the letter as discussed and send to the Commissioners and County Administration before tomorrow's budget session.

Dr. Murphy made a motion to adjourn. Mike Karolenko seconded. The meeting was adjourned at 20:58.



Report to ESAC

May 15, 2024

Chief Michael W. Robinson, Director

Since our last meeting, I have been focused in multiple areas with prioritization of our budget process and on our personnel recruitment and hiring. Our challenges continue and utilizing the ESAC continues to be an integral component of our progress.

I am also pleased to announce that the Commissioners have approved in the FY-24 budget the position of **Deputy Chief of Operations**. This position which was supported by ESAC will become reality by 7/1/24. We are in the process of advertising for the next three weeks and it has been posted to our website and distributed widely. I have received 4134 hits on Indeed regarding the position.

Congratulations: To now PP Susan Mott from CCVESA for her outstanding leadership over the past year as well as her membership on ESAC. The torch has been passed to President George Wentz and we welcome him to ESAC and look for his guidance and experience to move us forward.

Budget: The process has been ongoing for several weeks and most have been following the live deliberations among the commissioners. Our focus has been on two fronts the first of which has been the 84 positions from the finalized 2023 staffing plan which provided for 28 FADOs, 28 FF/EMTs and 24 PM or FF/PMs for FY-25. These positions would staff the remaining seven stations to assure 24/7 staffing for a medic unit and a FADO at Hampstead, Pleasant Valley, Lineboro, Union Bridge, New Windsor, Gamber and Winfield. I have met with the Commissioners several times on this funding, and it has been the topic of significant deliberation. At this point we have been asked to cut \$2.8 million from our FY-25 budget and that I was to determine the “how/what” of this proposal. Based on prior input from ESAC and within DFEMS I am currently working on several options. I will provide a brief presentation on this direction (see attached)

Fundamental to this direction is the essential staffing of our EMS assets which will equate to a staffed medic unit 24/7 in all of the seven remaining stations. This leaves us with no funding for FADOs at each station which has a significant impact on DFEMS/VFC operations. The most viable option here could be 50 hr./week staffing by restoring CCVESA funding that was not placed in the FY-25 budget for corporate FADOs. This would require full volunteer staffing of suppression units on nights/weekends. There would be no funding in this for benefits and billing monies would no longer be available. The other option is to look at placing a medic crew consisting of a FADO and an FF/PM and implementing a “handle first emergency” policy at the seven stations. In any case these cuts will greatly impact our staffing capabilities.

Another option will be to eliminate our 24 “floater” positions and redistribute those to cover the vacancies from the loss of 28 FADOs which decreases the net loss by only four positions which

would then be covered through overtime. I am working on these contingencies at my level as that is the direction provided to me. I will certainly seek the input of ESAC as we choose the most efficient direction that can still allow us to provide a consistent level of service. This is not yet a final “deal” so I will consider this a work in progress as we face the inevitable challenges of the FY-25 budget. A final decision is entirely in the purview of the commissioners, and I sincerely appreciate being included in the process. The budget should be finalized by May 21 and we will move forward from there.

The creation of four additional lieutenants to upgrade four of the FF/PMs on one of our ALS chase cars was not approved for the FY-25 budget. I am considering another option to effect greater supervision at this level. In addition, we have requested the upgrade of our four shift commanders to the level of captain this should occur as of 7/1/24.

The second area of the budget is the proposal presented by the CCVESA treasurer and president for FY-25 which recommended a \$300,000 increase in the budget to support several initiatives to include funding for ongoing maintenance consistent to the MOU. Those recommendations were not approved to go forward in the operating budget presentation. We are looking at alternatives as to how we can meet those areas of the MOU. The individual station budgets will meet the 3% threshold and I see adequate funding being provided for each station. However, we are still going to be challenged given the ongoing inflation rate which impacts the costs of goods and services. We also recognize the increased challenges for VFC fundraising given the current economy.

Once the Proposed Budget is agreed upon by a majority of the commissioners, a release of the FY25 Proposed Budget is planned for Tuesday, April 23rd. I appreciate all of the support provided by CCVESA, individuals and the companies who sent representatives.

The FY2025 budget adoption is planned for Tuesday, May 21st.

Personnel Issues: AC Eric Zaney continues to do an outstanding job and has made some great progress within EMS. His many years of EMS administrative experience are being used to positively impact further development of our EMS system. At the same time our acting shift commanders Max Nickey (A) and Russell Halterman (B) are doing an excellent job and along with our other shift commanders Josh Pierson (C) and Guy Garheart (D) they are doing great with daily operations, staffing and troubleshooting. Their call volume has also gone up and they have been busy with a number of working incidents. Our goal is to replace the vacancies through a position advertisement and then a promotional process which can hopefully be complete by July 1. We are currently revising the promotional SOP and have developed matrices for each process. The DC of Operations process has started with advertising and applications accepted for the next three weeks.

Hiring Process: We will next week be at our authorized staffing of 148 positions(uniformed) and eight civilian administrative positions. We continue our advertising for paramedic and FF/EMT positions and have begun the processing of 48 persons who are now complete with the written exam, physical ability, interview and have now completed position specific testing. Out of this group we are filling all remaining vacancies to make up to 148 FY-24 positions. We will then have an eligibility list to hire for the FY-25 positions which are budgeted. This week we made

conditional offers to 7FF/EMTs. in addition to 5FF/PMs who are in the field and were hired about three weeks ago. Unfortunately, we have also dealt with several additional resignations since last month.

As we are now up to our 148, FY-24 positions. The remaining persons being processed will provide for FY-25 staffing which will begin on 7/18/24. We are continuing to recruit indefinitely for FF/EMTs, PMs and FF/PMs to begin the needed staffing for the anticipated 56 positions for FY 25. We are very active with our recruiting efforts and preparing for the MSFA convention in partnership with HR. We will test applicants within weeks of their application process. HR is fully vetted and part of our process which given our experience over a year we now have a viable hiring process in place. We are also looking at each element of the process for quality improvement and have been meeting with other vendors to address testing, backgrounds and other areas.

Transition to county employees: Meetings with stations to receive county employees are ongoing and they will be included in discussions regarding how their stations are staffed and the priorities and order in which the new staffing will take place.

SOPs: We are continuing in our process with FROPs and ESAC to move forward with our operational SOPs. The prior CCVESA approved SOPs where applicable will become part of the DFEMS SOPs. Both ESAC and FROPS continue to work along with DFEMS and are working collaboratively to move this forward. The previously approved communications policy has some issues and has been sent back to FROPS for additional review/revision.

Vehicles/procurement: We recently received our two 2023 Ford F-450/Demers Type I ambulances and both have been placed at their respective stations: Westminster and Mt. Airy. Both units are now placed in service. We are moving quickly on the FY-25 units x2 and will probably allow these to go to competitive bid.

We have now received all five of our Tahoe chase vehicles and are now rotating them back to the upfitters for some warranty and modification issues. These vehicles have been a challenge regarding the upfitters and that will be taken into consideration. We also have our logistics van placed in service and awaiting some final marking. Our challenge now is having enough reserve units to facilitate down time of these first line vehicles. We also have additional vehicles for FY-25 including a vehicle for the deputy chief.

Data Analyst: Katie Spurrier, has been supporting me directly throughout the budget process. Katie recently met with the DC Metro COG data analysts and has many new directions for us to explore. She is also chairing our RMS committee as we move to replace our ERS software with ESO in the next several months. We have a group with representation from the Chair for ESAC as well as volunteer, career and IT representation.

EMS Billing: Along with our EMS Billing Technicians Amy and Jennifer we are making progress in this area. We are working directly with the VFCs that have come on board with our vendor Digitech and although slow to come in the revenues appear to be steady and thanks to feedback from the users, we are making improvements towards greater efficiency and quicker turn-around. We will transition the billing of the remaining VFCs as they come on board with DFEMS staffing.

Until that occurs, they will continue to receive their revenue and manage their billing. We are looking at utilizing some of our revenue to augment our funding for staffing.

Chamber of Commerce: Public Safety Awards were held on Monday, 5/13/24 at the Pleasant Valley VFC at 0800 with a breakfast. We recognized quite a few personnel who provided life saving and even heroic actions during multiple 2023 incidents. We will also honored a career and a volunteer Fire/EMS provider of the year. Lt. Guy Garheart and Lt. Michael Green of Gamber. I thank all of those companies who submitted awards. As a member of the committee, it was challenging to make the selections and I believe those who are being honored have earned exemplified their roles. Over the next year we will move forward with our own DFEMS commendations board.

EMS Week: Begins on Sunday and runs through next week. We will receive a proclamation at tomorrow's commissioner meeting. We have several events planned next week and they will be posted on our FACEBOOK page. We are also going to be presenting a number of lifesaving awards to some members and will be doing station visits with some items of thanks to all providers. On Wednesday the CHC/ED will host a cookout beginning at 1100 for all Carroll County EMS providers.

CCVESA: I was in attendance at the annual convention at Pleasant Valley on 5/11/24. I want to acknowledge President Mott for her leadership and focus over the past year of her term. I look forward to working cooperatively with the new president and elected officers beginning after the convention. I thank CCVESA for their objectivity and on-going support of our DFEMS system as we move forward.

Finally, I had surgery on Monday, 4/22/24 for removal of a metastasized tumor. The pathology verified it as malignant and cancerous and other than a scar I am recovering and undergoing some additional care. I thank all those who offered support and hopefully I am in remission but will require ongoing support.

I realize that there may be some additional questions and you can email these to me, or we can discuss at the meeting.

Respectfully submitted,

Chief Michael W. Robinson



DFEMS

MODIFIED STAFFING PLAN FOR FY25

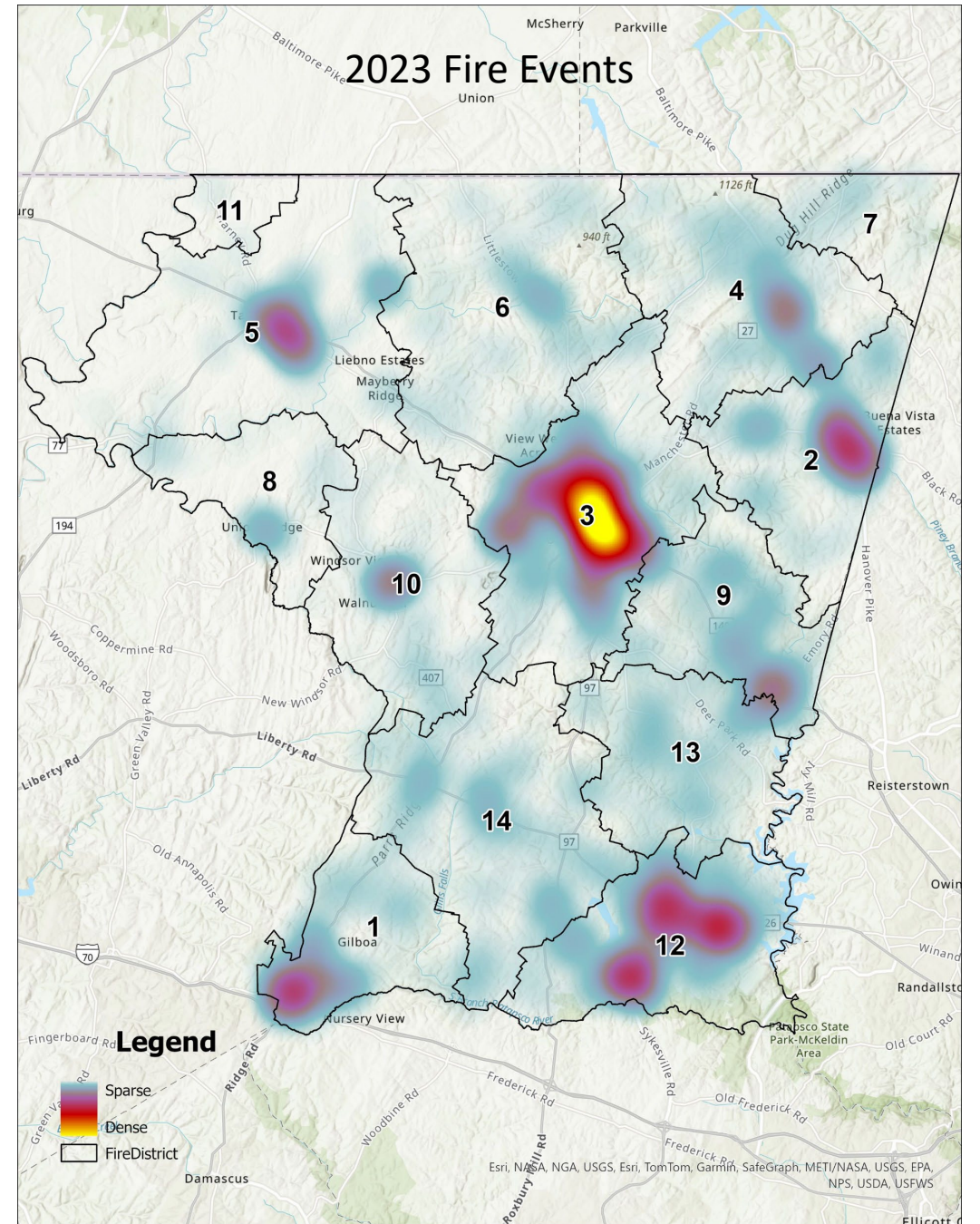
OBJECTIVE:

- **Assure 24/7 Fire & EMS coverage to Carroll County**
- **Assure adequate staff & command personnel to support**
- **Remain consistent to Mission, Vision and Core Values**
- **Cost-effectiveness within the parameters of county finances**
- **Consider utilization of EMS billing to support**



2023 Fire & EMS Responses

- Westminster
- Sykesville
- Mt. Airy
- Reese
- Hampstead
- Manchester
- Taneytown
- **81% of all responses**



CY 2023 Unit Responses 28,237 Total



Station	Fire and EMS Unit Responses <small>*Not including mutual aid</small>
Mt Airy	1,756
Hampstead	1,955
Westminster	6,952
Manchester	1,861
Taneytown	1,763
Pleasant Valley	1,343
Lineboro	579
Union Bridge	816
Reese	2,119
New Windsor	1,126
Harney	156
Sykesville	3,823
Gamber	1,369
Winfield	1,803



Cost Table by Position-DFEMS

Rank	Hourly	Salary	OT	Services	Uniforms & Gear	Training	Total
FF/EMT	\$21.53	\$47,022	\$5,000	\$25,000	\$4,000	\$1,000	\$82,022
PM/FF	\$27.00	\$58,968	\$5,000	\$25,000	\$4,000	\$1,000	\$93,968
FADO	\$23.50	\$51,324	\$5,000	\$25,000	\$4,000	\$1,000	\$86,324
Lt.	\$30.95	\$67,595	\$5,000	\$25,000	\$4,000	\$1,000	\$102,595
SC Lt.	\$33.10	\$72,290	\$5,000	\$25,000	\$4,000	\$1,000	\$107,290
A/C							\$165,000
Admin		\$50,000	\$5,000	\$25,000			\$80,000
CCVESA EVOD	\$22.80	50hrs. (\$1140) Past practice	X52 wks x7 stations	\$414,960 7 stations	168 hrs/wk=\$199,181/Station	X7 stations	\$1,394,266

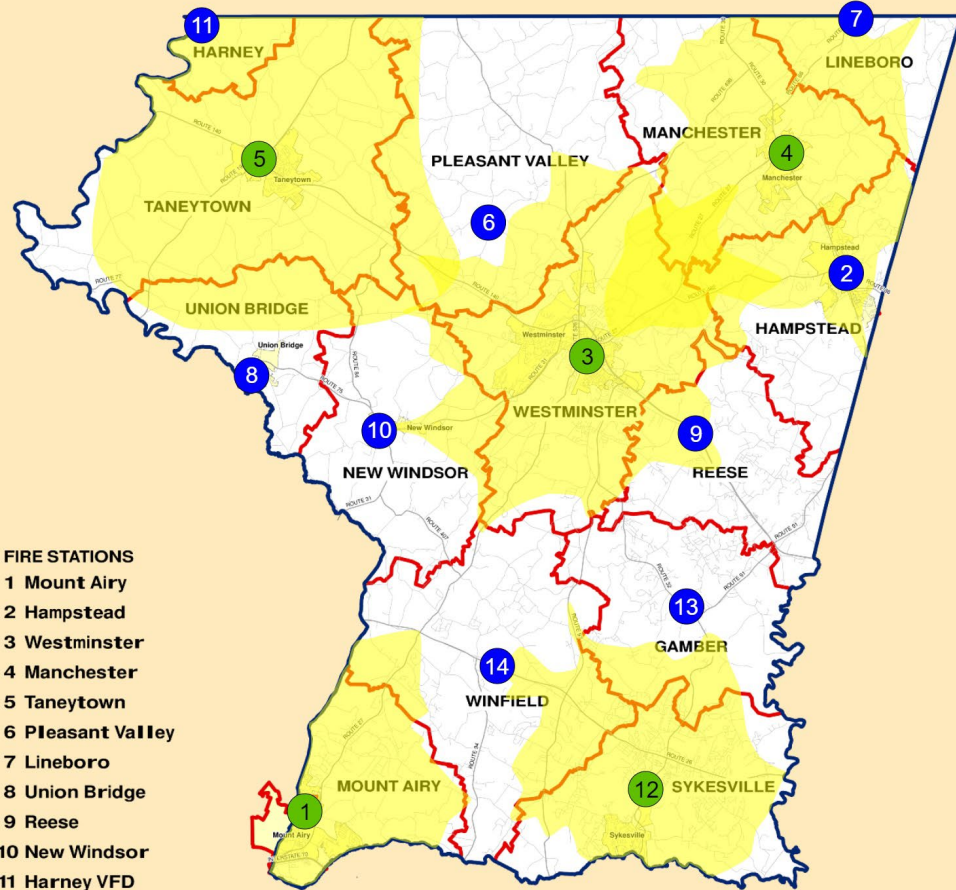
FY24 APPROVED STAFFING

Operational Personnel

STATION	FF	FF/PM	FADO	Sta. LT.	S.C. LT.	A/C	CHIEF	ADMIN
Mount Airy	8	8	4	4				
Hampstead								
Westminster	8	8	4	4				
Manchester	4	4	4					
Taneytown	4	4	4					
Pleasant Valley								
Lineboro								
Union Bridge								
Reese	4	4	4					
New Windsor								
Harney								
Sykesville	8	8	4	4				
Gamber								
Winfield								
Float Personnel	12	12						
Battalion ALS Chase Cars		12						
Shift Commander					4			
Total (148)	48	60	24	12	4			

Carroll County, Maryland

Coverage by 10 Minute Drive Time



- FIRE STATIONS**
- 1 Mount Airy
 - 2 Hampstead
 - 3 Westminister
 - 4 Manchester
 - 5 Taneytown
 - 6 Pleasant Valley
 - 7 Lineboro
 - 8 Union Bridge
 - 9 Reese
 - 10 New Windsor
 - 11 Harney VFD
 - 12 Sykesville Freedom
 - 13 Gamber
 - 14 Winfield

● -FEMS Staffed Stations ● -Volunteer Corporation

1 Mount Airy Volunteer Fire Department	702 N Main Street	Mount Airy	21771	301-826-0100
2 Hampstead Volunteer Fire Company	1301 North Main Street	Hampstead	21174	410-226-4200
3 Westminister Fire Engine and Ice Co.	28 John Street	Westminister	21157	410-846-1800
4 Manchester Volunteer Fire Department	3535 Main Street	Manchester	21102	410-226-2100
5 Taneytown Volunteer Fire Company	39 East Robinson Street	Taneytown	21787	410-796-6200
6 Pleasant Valley Community Fire Company	2530 E. Pleasant Valley Rd	Westminister	21102	410-246-1919
7 Lineboro Volunteer Fire Department	4224 Main Street	Lineboro	21102	410-374-2107
8 Union Bridge Volunteer Fire Company Inc	8 West Lovett Street	Union Bridge	21791	410-776-7400
9 Reese Volunteer Fire Company	1743 Baltimore Blvd	Westminister	21157	410-846-7172
10 New Windsor Fire Company	101 High Street	New Windsor	21176	410-846-5200
11 Harney Volunteer Fire Company	5130 Harney Road	Taneytown	21787	410-796-6664
12 Sykesville Freedom Community Fire Dept	Freedom Ave & MD Route 32	Sykesville	21784	410-796-5011
13 Gamber and Community Fire Company	3530 Newer Road	Finlandburg	21048	410-796-3443
14 Winfield Community Volunteer Fire Dept	1320 West Liberty Road	Sykesville	21784	410-796-1320

0 1 2 4 Miles



Carroll County, MD
Office of Public Safety
GIS Support Services
225 North Center Street
Westminister, MD 21157

FY-25 Staffing: proposed



- Hampstead 8 (FF/EMT, PM,)
- Pleasant Valley 8
- Lineboro 8
- Union Bridge 8
- New Windsor 8
- Gamber 8
- Winfield 8
- **TOTAL:** 56 (56 new)

Proposed FY25 STAFFING

Operational Personnel (204)

STATION	FF/EMT	FF/PM	FADO	Sta. LT.	S.C. Captain	DC/AC	CHIEF	ADMIN
Mount Airy	8	8	4	4				
Hampstead	4	4						
Westminster	8	8	4	4				
Manchester	4	4	4					
Taneytown	4	4	4					
Pleasant Valley	4	4						
Lineboro	4	4						
Union Bridge	4	4						
Reese	4	4	4					
New Windsor	4	4						
Harney								
Sykesville	8	8	4	4				
Gamber	4	4						
Winfield	4	4						
Float Personnel	8	8	8					
Battalion ALS Chase Cars		12						
Shift Commander					4			
Total (204)	72	84	32	12	4			

MODIFIED FY25 STAFFING PROPOSAL

Chief Officer & Support Personnel

STATION	FF	FF/PM	FADO	Sta. LT.	S.C. LT.	A/C	CHIEF	ADMIN
Chief, Director of DFEMS							1	
Assistant Chief of EMS						1		
Deputy Chief of Operations						1		
Assistant Chief of Training, Health & Safety						1		
PSTC Training Cadre								
Administrative Assistant								2
Office Technician								
Billing Technician								2
Data Analyst								1
Quartermaster								1
Plans Review Specialist								1
Fire Support Technician								1
Total (12)						3	1	8

FY25 Total DFEMS Employees – 204(field) 216 total



Budgetary Adjustments

Transition of EMS24/7 & EVOD Funding

No funding of EMS 24/7 and EVOD funding will continue to transition from CCVESA to DFEMS.

FY24 Funding

Station	EMS24/7 & EVOD Funding
Hampstead	\$369,838.12
Pleasant Valley	\$369,838.12
Lineboro	\$369,838.12
Union Bridge	\$369,838.12
New Windsor	\$369,838.12
Gamber	\$369,838.12
Winfield	\$369,838.12
TOTAL	\$2,588,866.84

FY25 Funding-proposed

Pay Rate: \$22.80	EVOD Funding
\$320,000 Budgeted	\$320,000
50hr. X7(1,140)x52	\$414,960
Additional for 50hrs.	-\$94,960
168hrs.= \$3,830 x7 x52	\$1,394,265
28 DFEMS FADOs	\$2,417,072
EMS Billing: Fy-24	\$3,507,728
Added funding due:	\$2,171,955 (\$5,679,683)

IMPACTS: based on funding



- Once EMS units are deployed no first responder available?
- 50 hr. coverage limits nights/weekends
- VFCs will no longer have access to EMS billing (used only for EMS)
- EMS billing will expand from 9 units to 16 units/revenue increases
- An overall reduction of service compared to FY-24
- Limited expansion of system v. growth
- Creates significant recruitment/retention issue (lost FADO promotions)
- Nearing a 20% turnover of personnel in first year of operation