

Emergency Services Advisory Council  
April 19, 2023 Meeting Minutes

Members Present: Rick Baker, Michael Robinson, Michael Guerin, Michael Karolenko, Robert Buckley, Brett Six, Dr. John Murphy, Lynn Karr-Kratz, Dan Plunkert, Dr. Stephanie Kemp, Blane Wright

Members Absent: Eddie Ruch, Linas Saurusaitis, David Coe, Bruce Fleming

Public Present: Susan Mott-CCVESA 1<sup>st</sup> VP, George Wentz- CCVESA 2<sup>nd</sup> VP

Chairman Baker opened the meeting at 19:00 with the Pledge of Allegiance followed by introduction of Blane Wright, new ESAC citizen representative.

Dr. Murphy made a motion to approve the February meeting minutes. Michael Karolenko seconded. The motion was passed.

Board Member Comments: None at this time

Public Comments:

Susan Mott reminded everyone of the CCVESA Convention on May 20<sup>th</sup>.

Director/Chief's Report:

-Chief Robinson provided updates on the hiring process including that conditional offers have gone out to 76 people for FY23 who would start in June. Also, there may not be enough people to fill the floater positions until the hiring process is repeated.

-Chief Robinson discussed the decision to allow candidates to re-take the written test.

-Chief Robinson provided an update on the FY24 Budget for DFEMS. The Data Analyst and second Billing Technician are approved (pending finalized budget in May).

- Brief attached

Medical Director's Report:

-Dr. Kemp shared that transfer of care times at Carroll Hospital are improving.

-Baltimore County's forced offload policy has so far not affected Carroll.

- Dr. Kemp and other agencies are preparing for a Mobile Integrated Health program in the future. It was not funded for this year, but they are building toward it.
- She and Mike Stoner are working to standardize EMS supplies. The goal is for everyone to have the same medical bags on their units.
- Dr. Kemp addressed the nationwide Albuterol shortage. While it is not an issue imminently, they are stockpiling for cold/flu season as well as looking at alternatives.
- The QA/QI process is active and complaints are being investigated.
- A committee was developed for the preceptor process for county employees as well as volunteers.
- The Lieutenants and Shift Commanders are working on editing EMS policies.
- Dr. Kemp and Mike Stoner attended the Medical Director Symposium.
- Dr. Kemp reported that Maryland State Police will now carry blood products on their aircraft.

#### Commissioner's Report:

- Commissioner Guerin stated that he will continue to support the Data Analyst and second Billing Technician positions in the FY24 budget which is not yet finalized.
- Commissioner Guerin will follow up on Chairman Baker's request for ESAC to meet with the Commissioners before the budget is finalized.

CCVESA President's Report: Not present

#### Committee Reports:

FROPS- Not present  
EMSOPS- Not present

#### Old Business:

- Discussion and voting on three DFEMS policies.
  1. Fireground Communications Policy
    - Chairman Baker commented that common terminology needs to be used throughout. Concerns from Region 4 on not having two aerial devices (towers, trucks and ladders) on box alarms.
    - Dan Plunkert made the motion to approve the policy. Brett Six seconded. The motion was passed.

## 2. Structural Firefighting Policy

-Chairman Baker commented that examples and terminology need to be consistent.

-Brett Six made the motion to approve the policy. Michael Karolenko seconded. The motion was passed.

## 3. Incident Management Policy

-Michael Karolenko made the motion to approve the policy. Brett Six seconded. The motion was passed.

- Retesting of potential applicants was discussed during Chief Robinson's report.
- Insurance Action Item is being left open. Commissioner Guerin will look into this as well. The concern is that fire companies are covering insurance costs for one month for their former employees who were just hired by DFEMS because the employees' new benefits do not take effect immediately.

### New Business:

- Equipment Replacement Policy  
-Chief Robinson released a General Order on April 13<sup>th</sup> detailing the interim process for requesting replacement apparatus or new service. A request form is being developed which companies will need to submit along with a letter from their President or Chief. The committee will be chaired by Kevin Fox. This is an interim measure until the official policy is in place.
- Employee Transition Coordination Discussion  
-Michael Karolenko suggested working with CCVESA to create a central place for fire company job announcements.
- Discussion on drafting requirements for statistics  
-Requirements for the Data Analyst position need to be written. Chief Robinson and Chairman Baker will work on a draft.

-In order to be eligible for certain grants, we need to be reporting as a jurisdiction under one silo.

Action Items:

1. Chief Robinson and Commissioner Guerin will continue to look into the insurance issue brought up at the March ESAC meeting.
2. Michael Karolenko will reach out to CCVESA about creating a place for fire company job seekers to match up with fire companies that are hiring.
3. Rick Baker and Chief Robinson will meet to discuss drafting requirements for the Data Analyst position

Dr. Murphy made a motion to adjourn. Brett Six seconded. The meeting was adjourned at 20:51.

# April Meeting Report

Department of Fire & EMS



Presented to ESAC

April 19, 2023

**Chief Michael W. Robinson, MA, CFO, NRP**  
**Director-Department of Fire & EMS**

# OVERVIEW:



- Hiring Status
- ED wait time for EMS
- EMS billing-Update
- Fy-24 Budget
- New positions on 7/1
- Background checks
- Apparatus approval/ESAC/Interim
- CC Awards Program
- Questions?

# Hiring Process:



- Discussion of testing controversy- 19 retested/16 passed
- Looking at 6/8/23 to staff Westminster, Sykesville and Taneytown? 2-EMS Cars and the shift commander. On track with physicals, backgrounds, psych testing (88/72 positions)
- Next positions: 7/6 or 7/22 for Mt. Airy (24) Manchester (12) Reese (12) and additional EMS car (4) 52 total.
- Analyzed eligible applicants by rank and numbers. We will fall “short” with hiring so floaters (24) may not be in place until the process is repeated. Evaluating “open application” process with focused recruitment (College programs, conventions)
- By June 1, 2023 (88 positions) followed by July 1! (60 positions-budget based/4 PMs)

# CHC- EMS/Wait Times

- Continue to receive weekly reports!
- You have copies
- Wait times continue to decrease! <30 minutes?
- “Reroute” is a temporary solution!
- Looking for solutions at the state and regional level
- Meetings with CHC/ED are ongoing
- Chief meets with CEO monthly and ED staff
- Looking for alternatives





# EMS Billing: Update

- RFP process ended/ Digitech is selected
- Received authorization today from MIEMSS/Attorney General
- Must due OIG/CMS 100% backgrounds on all employees/members?
- Encouraging all VFCs to get on board with CCDFEMS
- Slow response from VFCs indicating participation?
- Anticipating a second billing person?



# FY-24 Budget:



- Finalized for FY 24 Operational budget
- 1 additional chase car- 4 FF/PMs
- 1 Logistics technician-Quartermaster (civilian)
- CCVESA budget- “one time” items funding decisions
- \$497,900 in “one time” requests/LOSAP
- Data Analyst is approved! (job specs/hiring)
- Billing specialist is approved! (job specs/hiring)
- Final budget is to be released on 4/25 and then “Road Trip”

# Background checks:

- Will go out to bid on 7/1/23
- About \$50K to start up costs and \$10K annually?
- We must have minimal standards for backgrounds
- County to fund via FY-24 budget/Working with VFIS or bid?
- To begin on 8/1/23- Managed by DFEMS



# General Order: 4-1-23

- Interim measure while ESAC develops policy
- Will “sunset” with ESAC policy- Chief makes final decision
- “Work Group” ESAC, 1 CCVESA, 1 Career, 1 FROPS, 1 EMS OPS
- Kevin Fox (DFEMS to chair)
- Necessitated by companies wanting to add service/Impact/Process
- First meeting within the next two weeks as ESAC works on their policy
- Application form is under development for requesting companies to submit with letter



# Public Safety Awards Program:

- Sponsored by Carroll County Chamber of Commerce
- Monday, May 15, 2023 @ 0800hrs.
- To be held at Pleasant Valley Banquet Hall-buffet breakfast
- Awards from 2021-2022 (notices to awardees!)
- [www.carrollcountychamber.org](http://www.carrollcountychamber.org) for further information



# QUESTIONS?

More to follow?

