

Emergency Services Advisory Council
July 16, 2025 Meeting Minutes

Members Present: Rick Baker, Michael Guerin, Dr. Stephanie Kemp, JJ Lynott, Tim Legore, Michael Karolenko (virtual), Brett Six, Jim Mora, David Coe (virtual), Blane Wright, Joe Brown

Members Absent: Scott Dickson, Robert Ruch, Jeff Fleming, Michael Robinson

Guests: Paul Supko - Deputy Chief, DFEMS

Public: Susan Mott – 2nd VP, CCVESA

Chairman Baker opened the meeting at 19:00 with the Pledge of Allegiance.

Correction to the May meeting minutes: Explanation of Taneytown's solicitation letter response.

JJ Lynott made a motion to approve the May meeting minutes with the correction. Tim Legore seconded. The motion was unanimously passed.

Board Member Comments:

Chairman Baker sent out this month's statistics compiled by Mel Long, DFEMS Data Analyst. The data showed 120 more incidents than this time last year.

Director/Chief's Report: (Deputy Chief Supko) Report attached.

Commissioner's Report:

-Commissioner Guerin stated that he has a meeting with the Maryland Stadium Authority to discuss the proposed horse facility. He is invested in making sure that considerations are made for fire/EMS.

CCVESA President's Report: Nothing to report

Medical Director's Report:

-Dr. Kemp reported that County-Hospital Alert Tracking System (CHATS) will be replaced with the Emergency Department Advisory System (EDAS) on Monday, August 4, 2025. The new dashboard looks at inbound units also.

- Dr. Kemp has been working on the Direct-to-Triage Policy that will hopefully go live August 1st.
- The EMS-Initiated Offload Policy is in the works. It is currently at the Regional Metro Chief's level. It has not yet been approved by MIEMSS.
- Dr. Kemp is working with the Medical Director's group to revitalize our helicopter utilization data so we can see how we compare to other jurisdictions.
- Dr. Kemp is working on drafting an airway policy. We are transitioning to UEsopes and phasing out Airtraq scopes. Looking for a HIPAA-compliant way to share videos for QA. The larger initiative is to develop a Rapid Sequence Intubation (RSI) program in Carroll County.
- The Airtraqs are being donated to other jurisdictions that have no video laryngoscopy capability since that is now a required protocol.
- Meeting with Carroll Hospital Sim group next week to talk about how we can use their simulation lab for joint trainings between the emergency department and our clinicians.
- There have been three whole blood administrations in the county since the program went live. We are working with Sinai Hospital to develop a Region 3 repository which would reduce courier cost.
- There are a number of training opportunities that are available on the MIEMSS website and are being taught at the Public Safety Training Center (PSTC).
- August 5 and 6 there is a Medical Countermeasures Disaster course occurring at the PSTC.
- There is an Advanced Airway course being taught at the end of September. The Shift Commanders will be required to attend in anticipation of developing the RSI program.

Committee Reports:

EMSOPS - David Coe reported that EMSOPS did not meet since the last ESAC meeting.

FROPS - Tim Legore reported that FROPS has not met since the last ESAC meeting. There was a special meeting July 2 to discuss SOPs. The majority of Chiefs were in attendance.

Old Business:

- Policy Review

- Chief Supko feels these policies will help eliminate inconsistencies in our operation which is a big step forward. They provide a solid foundation and reflect our core values.

Incident Management Policy 4.1.1

- JJ Lynott feels this policy contradicts the integrated chain of command which says that career and volunteer Captains are equal. In policy 4.1.1 volunteer Captains cannot be Command Officers.
- Tim Legore reported that the volunteer chiefs are not in favor of this policy for that reason.
- Brett Six feels that using the Shift Commanders as Command Officers will discourage volunteers from advancing and becoming leaders.
- Chairman Baker shared that his district was willing to accept the policy as it is written and see how it works out.
- Mike Karolenko feels we need to change our approach in order to be a safer department and to move forward with a cohesive set of policies. This issue has been discussed at all levels and this piece is very role specific.
- Chief Supko stated that once we develop the Command Officer role, they will be held to a very high standard. The Command Officers are going to be at the core of us doing things correctly and our fire ground operations running smoothly.
- Chief Supko is looking at what he wants to occur on a call. He is not focusing on titles or volunteer vs. career. He hopes to have a solution to this issue by next month's meeting.

- 4.1.2 Communications
- 4.1.3 Radio Reports
- 4.1.4 Evacuation and Withdraw
- 4.1.5 Mayday
- 4.1.6 RIT & 2 In/ 2 Out Functions
- 4.1.7 Personnel Accountability
- 4.1.8 Minimal Staffing
- 4.1.9 Requesting Additional Resources
- 4.1.10 Building Type & Use
- **4.2 Structural Fire Fighting**
- 4.2.1 Structural Fire Fighting
- 4.2.2 Hydrant Running Assignments
- 4.2.3 Non Hydrant Running Assignments
- 4.2.4 Basement Fires
- 4.2.5 Standpipe and Sprinkler Support

- JJ Lynott made a motion to approve policies 4.1.2 – 4.2.5. Brett Six seconded. The motion was unanimously passed.
 - Blane Wright made a motion to table Incident Management Policy 4.1.1 until further review by Chief Supko. Joe Brown seconded. The motion was passed with Chairman Baker and Mike Karolenko opposed.
- Apparatus Replacement Policy
 - Comments were sent out regarding the Apparatus Replacement Policy
 - The group discussed changing the timeframe to allow time for reps to share with those they represent.
 - Tim Legore suggested changing paragraph B, number 3, to “within 45 days”.
 - Chairman Baker also received comments on the policy from CCVESA.
 - Chairman Baker will make the suggested updates/changes and send the policy out for ESAC members to review.
- Low-Interest Loans
 - Chairman Baker did receive a response from County Administrator Windham regarding his email about the low-interest loans for the fire companies.
 - The new guidelines are basically the same as the Maryland State Firefighters Association’s Volunteer Company Assistance Fund (VCAF) loan process. Concerns include:
 - If a company is currently under contract they cannot apply for a loan.
 - There is still a ten year limit to pay back the loan which is difficult due to the cost of apparatus now.
 - VCAF has very limited funds to loan to departments in the state.
 - The amount loaned out by the county cannot be more than 5% of the total capital projects that are covered by bonds. That 5% is not just for fire company projects.
 - Chairman Baker expressed concern over multiple companies applying and having to decide who gets the loan.
 - Commissioner Guerin agreed that the policy needs to be revisited. He pointed out that this was never voted on by the Board of Commissioners (BOC). He understands the need for these loans for the fire companies and is making inquiries into the policy.

- Callie Williams has created a spreadsheet to track apparatus requests and estimated delivery dates.
 - Tim Legore commented on the difficulty of having to apply for the loan before being under contract because you don't know how much will be needed and the delivery date is going to be several years out.
 - Chairman Baker said that Joe Dennis has not heard back from the two banks he contacted regarding loan options.
 - JJ Lynott commented that companies are just not going to replace apparatus.
 - The group discussed the potential negative impact this will have on ISO rating and insurance rates.
- New Initiative to Enhance Career/Volunteer Relationship
 - JJ Lynott and Mike Karolenko discussed their progress on the initiative to enhance the career and volunteer relationship.
 - Mike Karolenko shared that the intent is to be more proactive and less reactive. The intent is to apply the core concepts from the "Building a Collaborative Team" IAFC seminar to proactively identify and address issues that could undermine morale, efficiency, or safety.
 - A proposal was sent to Chairman Baker to establish the Collaborative Relations Committee which will provide a structured, balanced forum to examine issues and develop solutions. This was shared with the ESAC members and will be discussed further at the August meeting.
 - JJ Lynott commented that in order for this initiative to be successful, the leaders need to want and value it.

New Business

- Apparatus Procurement Request
 - Hampstead Vol. Fire Dept. requested to purchase a new Utility 2-1 due to a catastrophic mechanical failure that occurred in the current Utility.
 - Brett Six made a motion to recommend approval of the request. Jim Mora seconded. The motion was unanimously passed.

Action Items:

1. Chairman Baker will make the suggested change to the Apparatus Replacement Policy 1.12 and send out to ESAC members to review.

Brett Six made a motion to adjourn. Mike Karolenko seconded. The meeting was adjourned at 20:29.



Report to ESAC

July 16, 2025

Deputy Chief Paul Supko, Deputy Director

I have the below report for ESAC for you to read and update yourselves with current issues and areas relevant to DFEMS. I will answer any questions or concerns that you may have.

Staffing:

Tomorrow, 7/17/2025, we will hire 5 new employees: (4 Medics and 1 FADO). This will leave us with six vacancies to fill.

The Commissioners approved 4 additional float positions (one per shift) This brings our new total approved staffing to 224.

Our newly hired medics continue to be precepted and are getting cleared in the near future. AS Medics are cleared they are “parked on paper” at Mt. Airy. Once we have enough new Medics cleared we will staff Union Bridge then the second unit out of Mt Airy.

Lieutenants Promotional Process:

The promotional process for the 12 new Lieutenant positions will be announced late this week or early next week.

Written Exam/Oral Interview/Fire Sim/EMS Scenario and Written Assignment.

An Officer Training School will be conducted once the promotions are made.

Special Operations:

Career Hazardous Material Technician members are now supporting the HazMat team. We have received grant money for two training classes – Train Derailment and HazMat IQ Classes

Met with Vendors and have received quotes for three new medic units

Meetings with all corporations/VFCs –

Need to Schedule Stations 1,2,7, & 11

CLC-Chief's Leadership Council: First meeting was conducted Wednesday the 9th.

The “draft” Operational SOPs are being reviewed by the subcommittee and are also submitted to ESAC for their process and then we are looking for approval as early as August unless there are significant modifications to be made.

Interim “Heat Policy” - This policy is in effect and will be reviewed with the ECC to ensure that we are implementing and notifying members adequately. Recently, the County Government came out with notification expectations for employees that don’t exactly line up with our 24-hour shift or our 4 shift schedule.

Recent Events

- FR Conversions Building Fire
- VSP Building Fire
- Several Motorcycle Accidents
- 2 Water Rescues (Gamber and BCoFD) Gamber Dive ran both.
- Several dwelling fires – Lightning Strike CSST Gas line fires are becoming much more frequent.

Respectfully submitted,

Deputy Chief Paul J. Supko/PJS