

# EMERGENCY SERVICES BOARD MINUTES

## FEBRUARY 21, 2013

### MEMBERS IN ATTENDANCE:

Lou Battistella, Chairman – General Public  
Ed McLellan – General Public  
Richard Carlson – Chief Committee  
John Frank, Director, Public Safety & Emergency Management  
Sonny Vincent – General Public  
Alex Mellott – Fire & Rescue Association  
Paul Harmon – Northern Garrett Rescue Squad  
Johnny Mayne – Southern Garrett Rescue Squad

### GUESTS:

Jim Raley, Commissioner  
Dwayne Kitis, MIEMMS  
Dick Bolt, Citizen  
Carol Riley-Alexander, Secretary



### CALL TO ORDER

The meeting was called to order at 4:00 p.m. by Chairman Battistella.

### INTRODUCTION

Ed McLellan introduced Lou Battistella as the new Chairman of the Emergency Services Board and briefly reviewed the history of the Emergency Services Board since its inception in October 2006. He stated that the ESB has been beneficial to the community and that the Board is very fortunate to have someone like Mr. Battistella as their Chairman. Commissioner Raley noted that the Emergency Services Board Chairman must come from one of the three (3) Commissioner Appointees on the Board. These three (3) appointees meet and decide on the Chairmanship.

### APPROVAL OF MINUTES

The minutes of the December 6, 2012 meeting were distributed for review and comment. Sonny Vincent made a motion to accept the minutes as written. The motion was seconded by Alex Mellot and the motion carried unanimously.

Chairman Battistella proposed that draft minutes be forwarded to Board members for their review prior to the next meeting. Carol Riley-Alexander will draft the minutes and forward these to Lou who will then distribute to the Board members. There was no objection to this proposal.

At this time, Emergency Services Board meeting minutes held in 2012 are not posted on the County website. Chairman Battistella requested to get this accomplished. On this date, Ed McLellan provided Ms. Riley-Alexander with these minutes to be posted on the website.

### 2013 PROPOSED MEETING DATES:

Chairman Battistella provided the Board with the remaining 2013 ESB meeting dates. He stated these dates could change if needed.

Thursday, May 23, 2013	4:00 p.m.	County Commissioners Conference Room
Thursday, August 22, 2013	4:00 p.m.	County Commissioners Conference Room
Thursday, November 21, 2013	4:00 p.m.	County Commissioners Conference Room

### OLD BUSINESS

1. Department Audits: Alex Mellott sent Chairman Battistella an e-mail to ask if the Emergency Services Board would be interested in a CPA attending a meeting to give an overview on audit regulations. Chairman Battistella stated he met with Mr. McLellan and discussed a letter that went out to all the departments requesting information regarding the auditing procedures of their individual organizations. The Board feels Departments need to be held accountable since they are receiving taxpayer's monies.

Wendy Yoder, Director, Garrett County Department of Financial Services, attended the last ESB meeting to go over the procedures. Ms. Yoder had stated that the 990 Form with Schedule A would be acceptable

for her records and that prior to Departments receiving any money, they must present her with these forms. No funds will be given to Departments who do not adhere to this.

Commissioner Raley asked if the County had received the 990 Forms with Schedule A and auditing information from each of the departments. Chairman Battistella stated all the 990 Forms have been received but not all departments have been audited. At the last meeting it was requested that Brad Frantz contact all the departments that have not responded. Alex Mellot stated that this issue was discussed at the last Fireman's Association meeting and that he had sent in Oakland's information to Brad.

Chairman Battistella said he could attend the next Fire Association meeting, if needed, to recommend to the Departments that they each have an audit of some sort or have a CPA come in and do a review.

2. Miltenberger Seminar: Will be held April 5 & 6, 2013 at Wisp. Dwayne Kitis stated they were expecting 300 registrants, 60 speakers, 30-40 staff to attend. Previous year was only around 200 registrants. Holding the function at the Wisp has saved the organization about 25% and will have plenty of rooms to accommodate those in attendance.
3. LOSAP: Brad Frantz is no longer the Director of Public Safety & Emergency Management but will be working contractually with the County. He will be gathering data for the LOSAP actuarial to get to CBIZ. Mr. Frantz met with Ms. Yoder and formulated a preliminary strategy to move forward in combing the Maryland State Tax Incentive data with LOSAP data. Ms. Yoder developed a spreadsheet which they will review with the LOSAP Tax Incentive Representatives from each company to familiarize them with the form.

ESB recommended to the Board of County Commissioners that ESB uses the tax incentive criteria for the points system instead of LOSAP reporting which is more cumbersome. As of now, ESB is going to stay with tax incentive data reporting.

Chairman Raley explained that other data that was placed into the LOSAP when it was initiated was designed to get people to run calls. Each member is required to get 50 points from the State of Maryland in two (2) categories. The Departments are not there yet organizationally in gathering all the data needed. Commissioner Raley suggest they continue to think forward and possibly "sweeten the pie" by putting in a bigger criteria. It will come down to what the actuary says on how much this program is going to cost. Right now there is a little over \$700,000 set aside for the program and the County has not put money into it for a couple of years due to budgetary restraints and not knowing how much is actually needed. Commissioner Raley stated he likes the recommendation of the ESB in staying with the tax incentive point system.

Paul Harmon stated he felt they should already have the actuary information. Commissioner Raley explained that with the time constraint they were not able to collect data and CBIZ used data from last year and stated that Brad Frantz will now be tasked in gathering this information. Chairman Battistella stated it was important to get this information together because vesting begins July 2013. Commissioner Raley stated the County will make sure this gets accomplished and could offer help to the Departments if needed.

Mr. Mellot explained that it is very time consuming for the different departments in gathering data but they are working on it. He told the members of the Fire & Rescue Association that this information is required and if not turned in to the County they will not get any funding.

## NEW BUSINESS:

1. Introduction of New Director of Emergency Management: Chairman Battistella introduced and welcomed John Frank. Mr. Frank gave a brief update on the challenging duties of his new position and the timeframe of this transition. He is in the process of setting up his office and EOC at the Garrett County Airport. Commissioner Raley stated it was a priority of the county government to get this office up and running.
2. Introduction of New Secretary: Chairman Battistella introduced and welcomed Carol Riley-Alexander as the new Secretary to the Emergency Services Board.

3. Tichnell Scholarship: The Tichnell family has established two \$5,000 scholarships in memory of Jeffrey Scott Tichnell. These scholarships will be given to two high school students who are enrolled in the Garrett County school system and will be offered each year. The recipient must be a Garrett County resident and pursuing a degree in education public safety or public health field. Chairman Battistella explained the criteria in which the students must meet for consideration. The Tichnell Scholarship Board has been working on getting this program up and running and the applications will be finalized in the near future and given to the two (2) local high schools. Dwayne Kitis stated that this was great for the county and the kids in the county.
4. Emergency Services Club: The Club continues to go well at Southern and Northern and they have about thirty (30) students. Northern club meets weekly. Southern club meets daily. The club has stayed active participating in different life skills activities and has had several guest speakers. They will participate in a demonstration to the entire student body on drinking and driving as it gets closer to Prom time. Mr. Frantz is still participating with this program.
5. 911 Center Report: No Report
6. Emergency Medical Services Report: No Report
7. MIEMSS Report: Dwayne Kitis reported they need to appoint a Delegate from this organization to the Region I Emergency Services Council to replace Brad Frantz. Mr. Kitis felt John Frank would be a good candidate. Mr. Frank said he would like to serve on the Council but requested to be briefed prior to the next meeting. Alex Mellott made a motion to replace Brad Frantz with John Frank on the Regional EMS Council. The motion was seconded by Ed McLellan and the motion carried unanimously.

Mr. Kitis stated that Ken May, the Regional Representative to the State Council has stepped down from this committee due to family medical issue and that there is a possibility that a local member may be given the opportunity to be placed on the State Board.

8. Response Time Data: The Board would like to receive a quarterly report on response times on all the departments beginning January 1, 2013. Dwayne Kitis is going to get a copy of the form that is currently used in Allegany County to use as a template which will include the following categories:

Categories:

1. Delayed Calls
2. Failed Calls
3. Secondary Response

Johnny Mayne stated he gets a monthly report on every company from Kenny Collins. Chairman Battistella would also like to receive this information for oversight purposes. Commissioner Raley requested that the ESB be added to the distribution list and also receive this monthly report. John Frank will coordinate with Wayne Tiemersma and Kenny Collins on gathering this information and report back to the Board at the next meeting. Paul Harmon stressed the importance of information be from both Fire & Rescue.

9. Paramedic Program: Commissioner Raley stated that Garrett College will be offering a Paramedic Course in the fall 2013 at the Career Technology Building located in the Accident Technology Park. This is an accreditation program and a tremendous opportunity to the area. This program costs \$1,500 and would equip a person to be able to step into a decent paying job.

Dwayne Kitis said they are trying to get college credits for each paramedic class a student takes. Since Garrett College does not have an allied health field they cannot give a paramedic degree. The College purchased through an ARC grant much needed pediatric mannequins and a SIM Kit for the class which cost over \$100,000. Mr. Kitis complimented Garrett College for all their support.

There was a brief discussion on access to training in the local hospitals. The hospitals have been limiting times due to liability issues. Mr. Kitis stated that scheduling times may become an issue with limited spaces and times.

10. FEMA Funding: Paul Harmon asked if the County received any reimbursement from FEMA for the man hours used during Hurricane Sandy. Chairman Raley stated they are still working on gathering the billing information and that the county is going to get the 75% reimbursement. To receive the reimbursement each Department has to apply and meet the \$1,000 threshold to receive the 75%. If Departments do not meet the threshold they can donate it to the county so that the County can count it toward their threshold.

Commissioner Raley stated the County will be better prepared in the future. For Future use, John Frank stated he would like to see a document created stating what FEMA would require for reimbursement (man hours, equipment hours, purchases, fuel, etc.). Paul Harmon stated he felt there should be a training booklet.

11. S.W.O.T. Report: Paul Harmon stated that Allegany County is reviewing their S.W.O.T. report. Chairman Battistella asked if there is a timeframe when Garrett County should review theirs. Dwayne Kitis stated there is no timeframe, that Allegany County had requested theirs to be reviewed.

At this time, there is nothing in the works for Garrett County to review their S.W.O.T. report. If they would like to request a review, the Board of County Commissioners, through the recommendation of the ESB, would have to request this from Dr. Alcorta's office. Dr. Alcorta performs three (3) reviews a year and may not be able to do Garrett County's this year if his schedule is full.

Chairman Battistella would like all the ESB members to review the S.W.O.T. report and see if they deem it necessary to have a review. This issue will be put on as an agenda item at the next ESB meeting and decide if a review is necessary.

12. Website Information: Commissioner Raley requested that all public documents be posted on the new website. (LOSAP, S.W.O.T., Legislation Information). This information will be verified and posted.

**NEXT MEETING:**

Date: May 23, 2013

Time: 4:00 p.m.

Location: County Commissioners Conference Room

With no other business, the meeting adjourned at 5:20 p.m. on a motion by Ed McLellan which was seconded by Paul Harmon and carried unanimously.

MINUTES APPROVED BY: \_\_\_\_\_  
Lou Battistella  
Chairman

DATE: \_\_\_\_\_