



# EMERGENCY SERVICES BOARD MINUTES

## May 22, 2014

### MEMBERS IN ATTENDANCE:

Lou Battistella, Chairman – General Public  
Ed McLellan – General Public  
Richard Carlson – Chief Committee  
John Frank, Director, PS&EM  
Sonny Vincent, Citizen Representative  
Paul Harman – Northern Garrett Rescue Squad  
Johnny Mayne – Southern Garrett Rescue Squad  
Alex Mellott – Fire & Rescue Association

### GUESTS:

Brad Frantz, LOSAP Coordinator  
Wayne Tiemersma, EMS  
Dwayne Kitis, MIEMMS  
James Raley, Commissioner  
Dick Bolt, Citizen

---

### CALL TO ORDER

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

### APPROVAL OF MINUTES

The minutes of the February 20, 2014 meeting (including Executive Session Minutes) was distributed for review and comment via e-mail prior to the meeting. Edward McLellan made a motion to accept the minutes (including Executive Minutes) as written. Sonny Vincent seconded the motion and the motion carried unanimously.

### REPORTS

1. **Tichnell Appreciation Letter:** Mr. Battistella read a draft letter of appreciation addressed to George and Barbara Tichnell from the Board of County Commissioners and the Emergency Services Board members thanking them for their generosity for the continued support to the county emergency services in the form of the Jeffrey Scott Tichnell Scholarships. All members approved and endorsed the letter, which will be mailed to the Tichnell's.
2. **LOSAP** – Brad Frantz stated that all LOSAP documents have been given to the Department of Public Safety & Emergency Management (PS&EM) for auditing purposes and maintaining the census. Once an individual becomes eligible for retirement benefits PS&EM will submit a Benefit Calculations Request Form to Garrett County Human Resources. Mr. Frantz will put the Benefit Calculation Request Form on-line for easy access for eligible members. Human Resources will then forward the Benefit Calculation Request Form to CBIZ who will in turn provide the retirement forms to the eligible member. CBIZ will also be in charge of the LOSAP Actuary study. There were questions on the handling of the duties of the LOSAP process, Chairman Battistella asked that it be confirmed. A copy of the LOSAP Retirement Plan Benefit Calculation Request Form is attached to these minutes as **Exhibit A**.
3. **Tichnell Scholarship Update:** The scholarship committee met and reviewed 11 applications that were received. The application essays were scored and chosen with no reference to who was the applicant. Each recipient will receive \$5,000 for first year and can request an extension, based on need and availability of funds, for an additional \$5,000 up to 4 years – totaling up to \$20,000 Bailey Tiemersma was awarded from Northern Garrett High School and another student from Southern Garrett High School, not yet announced, was awarded the other \$5,000 scholarship.
4. **Emergency Services Club:** Brad Frantz presented the ESB with a slide show on the Emergency Services Club activities. All Emergency Services Club students at Southern Garrett High School are certified in full CPR. Northern Garrett High School has been taught to triage patients. A number of students are now volunteers and have chosen a career path in the medical field.

5. Reports From Public Safety & Emergency Management:
  - A. Hazardous Material Accident Update – John Frank, Director, Department of Public Safety & Emergency Management updated the Board on information on the tanker accident that occurred in Oakland on April 16, 2014. Mr. Frank discussed the process of receiving funding for the evacuation expenses and identified issues that need to be improved upon with communication issues.
  - B. Deep Creek 2014: Subcommittees have been meeting to cover all the coordination needed for this event. A very in-depth security plan is in place.
  - C. EOC Staff – Shelia Mahaffey has been transferred from the Department of Public Utilities to the Department of Public Safety & Emergency Management for administrative support. Mr. Frank explained the transitional process and assigned duties of this move.
  - D. Radio System: New frequencies have been purchased. The radio system, communications, and tower sites are a high priority. Many areas and equipment need to be upgraded but with funding cuts, it is very hard to get everything completed.
6. 9-1-1 Center Report & Response Activity & County Staffing Issues:
  - A. Wayne Tiemersma distributed a packet summarizing the response data (response time, delayed calls, failed responses, and secondary response) for all the stations and explained the data presented. Mr. Tiemersma stated he still feels coverage in Garrett County is fragile especially on the northern end of the county.
  - B. AED Dispatching: Mr. Tiemersma stated he will be meeting with Sheriff Rob Corley to discuss a clear criteria for the dispatching of county deputies for echo responses.
  - C. QAQI: Mr. Tiemersma meets once a month with the statewide QAQI to help identify strengths and weaknesses. Garrett County fared very well when compared to the rest of the state.
  - D. Medication: Emergency Services has been notified that Western Maryland Health will no longer be issuing credit for their expired medications. The Emergency Services Board has not been buying drugs from Western Maryland for restocking. This cost may not affect Garrett County since these costs are being shifted to all departments. There has been discussion on county-wide buy system on medications, but due to the complexity of drug dispensing laws this would not be the best system for Garrett County.
  - E. ALS:
    - Intercept Agreement: Transition of ALS from county to squads has been very smoothly. Working on a written agreement.
    - Recently fire departments have obtained ALS certification vehicles. They are incurring cost for drugs and have approached the emergency services to help with costs.
    - ALS classes are almost completed for the year.
7. PROCOM: A mishap occurred when Procom reloaded their software, which knocked out the service to the 911 center. Service was out for 24 hours. This has been fixed.

#### OLD BUSINESS:

- A. MOU – School Bus Accidents: Dwayne Kitis and Wayne Tiemersma worked with Ed Wildesen, Director of Transportation, Garrett County Board of Education to discuss a joint agreement for an on-site plan for school bus accidents. This MOU will be reviewed prior to being submitted to the Board of Education and EMS for final adoption.
- B. County Air Truck – Issue taken care of.

**NEW BUSINESS:**

- A. **SWOT:** Dwayne Kitis and Wayne Tiemersma met with Dr. Alcorta. Dr. Alcorta requested that they review the old SWOT document identifying to him what has/has not been done and details of these changes. Mr. Kitis stated this has been done and the document will be sent to Dr. Alcorta. The ESB will need to send the County Commissioners a letter asking that they notify Dr. Alcorta for a SWOT review.

**NEXT MEETING:**

Date: August 21, 2014  
Time: 4:00 p.m.  
Location: County Commissioners Conference Room

With no other business, the meeting adjourned at 5:37 p.m. on a motion by Alex Mellott, which was seconded by Edward McLellan and carried unanimously.

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

**REMAINING 2014 MEETING DATES:**

Thursday, August 21, 2014	4:00 p.m.	County Commissioners Conference Room
Thursday, November 20, 2014	4:00 p.m.	County Commissioners Conference Room

Garrett County Volunteer Fire and Rescue  
LOSAP Retirement Plan

Benefit Calculation Request

Name of Volunteer Company: (Primary) \_\_\_\_\_

Name of Volunteer Company: (Secondary) \_\_\_\_\_

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Date Volunteer Service Began: \_\_\_\_\_

Date of Retirement: \_\_\_\_\_

Is the Participant married? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, Spouse Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Points History – List Points from 1/1 – 12/31

<u>Year</u>	<u>LOSAP Points</u>	<u>Year</u>	<u>LOSAP Points</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____