

CALVERT COUNTY FIRE & RESCUE COMMISSION

Tuesday, January 27, 2026, at 18:30 Hours

AGENDA

I. CALL TO ORDER

This Meeting is being recorded

- A. Pledge of Allegiance
- B. Moment of Silent Prayer and Reflection

II. ELECTIONS

- A. Chairman
- B. Vice Chairman
- C. Executive Secretary

III. CONFIRMATION OF QUORUM

- A. Commission Members
 - Present –
 - Absent –

IV. ATTENDEES PRESENT

- A. Association's FRC Alternates
 - Present –
 - Absent –

- B. Department Representatives

- Co. 1 –
- Co. 2 –
- Co. 3 –
- Co. 4 –
- Co. 5 –
- Co. 6 –
- Co. 7 –
- Co. 10 –
- Co. 12 –

- C. FREMS Staff

- Present –
- Absent –

- D. Guests

V. APPROVAL OF AGENDA

- A. Tuesday, January 27, 2026

VI. APPROVAL OF MINUTES

- A. Tuesday, December 9, 2025

CALVERT COUNTY FIRE & RESCUE COMMISSION

Tuesday, January 27, 2026, at 18:30 Hours

AGENDA

VII. REPORTS

- A. Fire-Rescue-EMS Association – Bill Freesland
- B. Chief's Council – Ricky Weems
- C. President's Council – Terry Anderson
- D. EMS Advisory Council – Michelle Weems
- E. Fire-Rescue-EMS Division – Jim Richardson
- F. Department of Public Safety – Dave McDowell

VIII. COUNTY FUND & BUDGET

IX. CAPITAL PROJECT REPORTS

- A. Co. 1 – Ambulance 19 (\$471,000) FY'26
- B. Co. 3 – Boat 3 (\$1,000,000) FY'24
- C. Co. 4 – Boat 4 Rehab (\$50,000) FY'22
- D. Co. 4 – Ambulance 49 (\$419,000) FY'24
- E. Co. 6 – Ambulance 69 (\$444,000) FY'25
- F. Co. 7 – Ambulance 77 (\$444,000) FY'25
- G. Co. 10 – Medic 103 (\$131,000) FY'26
- H. Co. 12 – Utility 12 (\$73,000) FY'24
- I. Co. 12 – Boat 12 (\$285,000) FY'24

X. OLD BUSINESS

- A. Co. 4 Monthly Funding Report
- B. Co. 4 Environmental Committee (attachment)

XI. ACTION ITEMS

- A. Closed Items
- B. Open Items

XII. NEW BUSINESS

- A. FREMSA Action Items (Jan 2026)
 - 1. Remove Trailer from Fire Boat 3 Specifications
- B. FREMSA Action Items (Feb 2026)
 - 1. Recommendation for the Board of County Commissioners to consider providing County-purchased vehicles for Chief and utility functions
- C. Co. 2 – Request for Contingency – Snowplow Replacement

XIII. CORRESPONDENCE

- A. Notice of Expenditure Exceeding \$5,000 – Fire Boat 1 Repairs
- B. Deed of the NBVFD parcel – Request for Follow Up
- C. Notice of Expenditure Exceeding \$ 5,000 – Co. 5 Ladder Testing Result Repairs
- D. Notice of Expenditure Exceeding \$5,000 – Co. 5 Truck 5 Repairs

CALVERT COUNTY FIRE & RESCUE COMMISSION

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AGENDA

XIV. PUBLIC COMMENT

XV. GOOD OF THE ORDER

A. Next Meeting Date is scheduled for March 31, 2026, at 18:30 hours held virtually and in-person

XVI. ADJOURNMENT

CALVERT COUNTY FIRE & RESCUE COMMISSION

Tuesday, January 27, 2026, at 18:30 Hours

AGENDA

MINUTES

CALVERT COUNTY FIRE & RESCUE COMMISSION

Tuesday, December 9, 2025, at 18:30 Hours

MINUTES

I. CALL TO ORDER

This Meeting is being recorded

Meeting called to order at 1930 hours by Chairman, Tom Breen

- A. Pledge of Allegiance
- B. Moment of Silent Prayer and Reflection

II. CONFIRMATION OF QUORUM

A. Commission Members

Present –

Chairman, Tom Breen

Vice-Chair, Tommy Howes

Secretary, Dave McDowell

Member, Bob Desverreaux

Member, Gene Farrell

Absent –

Vacancy, 1st District Member

III. ATTENDEES PRESENT

A. Association's FRC Alternates

Present –

Donald Gibson

Absent –

Bucky Dowell

B. Department Representatives

Co. 1 –

Safety Officer 1A, Billy Freesland

Co. 2 –

President, Pat Hassler

Chief, Ben Ridgely

Co. 3 –

Chief 3A, Rick Hargrave

President, Terry Anderson

Captain 3A, Joe Ford

Co. 4 –

President, Crystal Honeycutt

Trustee, Jackie Vaughan

CALVERT COUNTY FIRE & RESCUE COMMISSION

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Co. 5 –
Chief 5B, David Skaggs
Chief 5A, Eddie Catterton

Co. 6 –
Member, Erin Parks

Co. 7 –
Chief, Ricky Weems

Co. 10 –

Co. 12 –
Chief 12A, Jean-Luc Leclerc
President, Lori Lodge
Vice President, John Erickson

C. FREMS Staff

Present –
Division Chief, Jim Richardson
Administrative Coordinator, Kayti Gatton

Absent –
Operations Specialist, Monty Parks

D. Guests

Citizen, Barbara Warner
Deputy Director, Crystal Dowd

IV. APPROVAL OF AGENDA

A. Tuesday, December 9, 2025

Motion to approve by Tommy Howes, seconded by Dave McDowell, motion passed with no objections, 6-0-0

V. APPROVAL OF MINUTES

A. Tuesday, October 28, 2025

Motion to approve with the amendment to the adjournment second vote by Gene Farrell, seconded by Tommy Howes, motion passed with no objections, 6-0-0

CALVERT COUNTY FIRE & RESCUE COMMISSION

Tuesday, December 9, 2025, at 18:30 Hours

MINUTES

VI. REPORTS

- A. Fire-Rescue-EMS Association – Bill Freesland
 - 1. After Action Review underway for Gordon Stinnett
 - 2. Safety Committee – All departments have had their lost prevention audits completed; all reports need to be submitted to CCVFREMSA for determine things that may need to be addressed
 - 3. EMS Soft Billing – Meeting on Wednesday, 12/10/2025 with Digitech
 - 4. Recommendation for the FRC to review the After-Action Report from Brice Trossbach’s incident; Committee will be formed to determine what we have in place versus what we did to implement for the safety of the membership

- B. Chief’s Council – Ricky Weems
 - Ambulance 49 on agenda
 - Ambulance 19 on agenda

- C. President’s Council – Terry Anderson
 - Finalizing Master Signature Sheet for the Apparatus Grant Agreement

- D. EMS Advisory Council – ~~Michelle Weems~~ Absent
 - No Report

- E. Fire-Rescue-EMS Division – Jim Richardson
 - 1. Apparatus grant is tentatively on the BOCC agenda for January 13, 2026, meeting
 - 2. Utility 12 and A77 are tentatively on the BOCC agenda for December 16, 2025
 - 3. Emergency Networking and NERIS are still in the works; additional training scheduled for December 30, 2025
 - 4. Recruitment & Retention Committee meeting will be held on Wednesday, December 10, 2025, to discuss and approve the eligible tuition assistance requests
 - 5. FY28 Budget is due August 28, 2026

- F. Department of Public Safety – Dave McDowell
 - 1. Turn over in the County Attorney’s Office – John Norris will be leaving, unknown of his replacement

VII. COUNTY FUND & BUDGET

Finance & Budget meeting with County Administrator, Linda Turner, on December 22, 2025

VIII. CAPITAL PROJECT REPORTS

- A. Co. 1 – Ambulance 19 (\$471,000) FY’26
 - On agenda for approval

- B. Co. 3 – Boat 3 (\$1,000,000) FY’24
 - Waiting for drawings from vendor

CALVERT COUNTY FIRE & RESCUE COMMISSION

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- C. Co. 4 – Boat 4 Rehab (\$50,000) FY'22
Will be out of service at the end of the month for repairs
- D. Co. 4 – Ambulance 49 (\$419,000) FY'24
On agenda for approval
- E. Co. 6 – Ambulance 69 (\$444,000) FY'25
Waiting grant package approval
- F. Co. 7 – Ambulance 77 (\$444,000) FY'25
On BOCC agenda 12/16/2025
- G. Co. 10 – Medic 103 (\$131,000) FY'26
No Update
- H. Co. 12 – Utility 12 (\$73,000) FY'24
On BOCC agenda 12/16/2025
- I. Co. 12 – Boat 12 (\$285,000) FY'24
Building is underway; next meeting with vendor is January 6, 2026

IX. OLD BUSINESS

- A. Co. 4 Monthly Funding Report
Donald Gibson Building Report –
Over the past 2 months myself and Co Chairman Howes have visited the Prince Frederick Volunteer Rescue Squad to observe the failures of the building envelope and interior components as it relates to the ongoing repairs and remediation for moisture control, HVAC issues and leaks from the exterior building envelope.
On October 24th, 2025, I reached out to WM Davis (the General Contractor) and asked them for some records from when they constructed the new building. I spoke to Austin who is a Vice President. He was not part of the project team at the time of the building but had access to the records and seemed knowledgeable with regard to my request for specific files. He sent me an email with the requested documents.
After reviewing the as-built drawings, testing & balancing report for the HVAC system and the Submittals for the Plymovent Vehicle exhaust system I have come up with several items of either concern or further evaluation needed. Below are the findings.
 - The current testing and balance report shows a properly balanced building. This would suggest that either improper insulation and/or termination at exterior components such as Louvers, Wall caps and Gooseneck locations are incorrect or have been compromised allowing for unnecessary outside air to enter the ductwork/building. Further evaluation needs to be made.
 - The Roof drawings indicate a specific size roof scupper and downpipes. The sizes stated on the contract drawings do not match

CALVERT COUNTY FIRE & RESCUE COMMISSION

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MINUTES

the finished installed product, the installed products are smaller than the specified items. Further information is needed, a request to the GC should be made asking for updated correspondence from the design team from when construction was being executed detailing the reason for the difference in deliverables that are in contradiction of the contract documents.

- Some of the EPDM roofing details do not match industry standard from my point of view. Contact should be made to the Roofing contractor and a request for the manufacturers recommended installation detail be provided. The documents should then be compared to the actual installation details at the building for confirmation.

- The Contract drawings detail the flashing around the exterior windows. The actual flashing installation does not match the contract detail. A request to WM Davis should be made requesting contract correspondence and document updates detailing the current installation. Further review will be needed for this.

These recommendations are based on my experience in the Building Construction Industry. I have a basic familiarization of local and state codes along with building practices and procedures. I'm actively a Project Manager with a construction firm providing construction services to the Greater MD/DC/VA area.

I understand that the County Project Management office has also made visits to the site and have offered some opinion. It is my opinion that in an attempt to get a plan to get these issues resolved, we should request a "task force" be formed, composed of a representative of the Commission, the Rescue Squad, Calvert County Project Management and whomever the County Administrator would empower to have decision making and financial authority.

Recommendation that Tommy Howes and Donald Gibson form a task force and provide a report back to the Fire Rescue Commission

Motion to appoint a committee to work with Co. 4 environmental issues and provide a letter to the BOCC by Tommy Howes, seconded by Bob Desverreaux, motion passed with no objections

X. ACTION ITEMS

- A. Closed Items
- B. Open Items

XI. NEW BUSINESS

- A. FREMSA Action Items
 1. Ambulance 49 Specifications

Motion by Tommy Howes, seconded by Bob Desverreaux, motion passed with no objections, 6-0-0

2. Ambulance 19 Specifications

Motion by Tommy Howes, seconded by Bob Desverreaux, motion passed with no objections, 6-0-0

CALVERT COUNTY FIRE & RESCUE COMMISSION

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XII. CORRESPONDENCE

- A.** Co. 2 - Notice of Expenditure Exceeding \$5,000 – Tower 2 & Tanker 2 Informational Notification
- B.** Co. 5 - Notice of Expenditure Exceeding \$5,000 – Security System Informational Notification
- C.** Proposed Provision for AHJ (Member, Gene Farrell)
Length Discussion

XIII. PUBLIC COMMENT

None

XIV. GOOD OF THE ORDER

- A.** Next Meeting Date is scheduled for January 27, 2026, at 18:30 hours held virtually and in-person

XV. ADJOURNMENT

Motion to adjourn by Tommy Howes, seconded by Bob Desverreaux, motion passed with no objections, 6-0-0

Meeting adjourned at 1932 hours

CALVERT COUNTY FIRE & RESCUE COMMISSION

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AGENDA

OLD BUSINESS
B.

Greetings Commissioners,

As part of the responsibilities of the Fire Rescue Commission (FRC), we would like to create a task force to identify, address, and resolve the current building deficiencies at the Prince Frederick Rescue Squad, located at 755 Solomons Island Rd S, Prince Frederick, MD 20678.

As part of this task force, we are looking for representation from the following departments:

- The Rescue Squad
- The FRC
- Project Management
- Finance and Budget

We look forward to collaborating on this initiative to improve our facilities.

Best regards,

Donald Gibson

CALVERT COUNTY FIRE & RESCUE COMMISSION

Tuesday, January 27, 2026, at 18:30 Hours

AGENDA

NEW BUSINESS
A.



Calvert County Volunteer Fire, Rescue, & EMS Association
P.O. Box 113
Prince Frederick, Maryland 20678

January 14, 2026

Calvert County Fire-Rescue-EMS Division
Fire Rescue Commission
150 Main Street (Physical)
175 Main Street (Mailing)
Prince Frederick, MD 20678

Dear Chairman Breen,

On January 12, 2026, the Calvert County Volunteer Fire, Rescue, & EMS Association reviewed and/or approved the following:

1. Remove Trailer from Fire Boat 3 Specifications

A favorable review of the above item at your January 27, 2026, FRC meeting would be appreciated. If you have any questions, please do not hesitate to contact me.

Sincerely,

J.W. Freesland III/lbl

J.W. Freesland III
President
Calvert County Fire Rescue & EMS Association

Enclosures

cc: CCVFREMSA
Ricky Weems, Chief's Council Chairman
Lori Lodge, CCVFREMSA Secretary



Calvert County Volunteer Fire, Rescue, & EMS Association
P.O. Box 113
Prince Frederick, Maryland 20678

CALVERT COUNTY VOLUNTEER CHIEF'S COUNCIL
175 Main Street, Courthouse
Prince Frederick, Maryland 20678

December 8, 2025

J. William Freesland, III, President
Fire, Rescue and EMS Association
Prince Frederick, MD 20678

Dear President, Freesland:

On December 8, 2025, a vote of the Chiefs was conducted. The following operational changes was discussed and approved via poll vote -

1. Remove Trailer from Fire Boat 3 Specifications

Co. 1 – YES

Co. 4 – YES

Co. 7 – YES

Co. 2 – YES

Co. 5 – YES

Co. 10 – YES

Co. 3 – YES

Co. 6 – YES

Co. 12 – YES

Your favorable vote on these matters is greatly appreciated.

Sincerely,

Ricky Weems
Chairman

|
cc: FREMS Office



Calvert County Volunteer Fire, Rescue, & EMS Association
P.O. Box 113
Prince Frederick, Maryland 20678

SOLOMONS VOLUNTEER RESCUE SQUAD & FIRE DEPARTMENT



P.O. Box 189
Solomons, Maryland 20688
(410) 326-6657



In May 2023, the Specs for new Fire Boat 3 were approved by this body and then subsequently approved through the FRC. I am coming to you today to request a waiver for the boat trailer that was included in this Spec. Since approving Co.3 Spec, the requirement for a trailer has been removed from the Calvert County Fire, Rescue, EMS minimum standard for both medium and large fire boats. In addition, the new vessel will have a 13'9" beam which is wider than the average lane width and would require permits in certain situations. The vessel will also weigh more than any of our support vehicles towing capacity, which require a new apparatus allotment funded by the county for a new tow vehicle...Coupled with the reduced budget provided by the County and rising costs of materials.

Co.3 submitted and was awarded the FEMA Port Security Grant due to the reduced budget given by the county; we have verified the trailer is not a requirement for the grant.

For these reasons I respectfully request this body to approve the waiver of the trailer, and it be removed from Co.3 fire boat spec.

Thank you.

V/R

Alejandro M Velazquez
Solomons VRSFD
Chief

CALVERT COUNTY FIRE & RESCUE COMMISSION

Tuesday, January 27, 2026, at 18:30 Hours

AGENDA

NEW BUSINESS
B.



Calvert County Volunteer Fire, Rescue, & EMS Association
P.O. Box 113
Prince Frederick, Maryland 20678

February 13, 2026

Calvert County Fire-Rescue-EMS Division
Fire Rescue Commission
150 Main Street (Physical)
175 Main Street (Mailing)
Prince Frederick, MD 20678

Dear Chairman Breen,

On February 9, 2026, the Calvert County Volunteer Fire, Rescue, & EMS Association reviewed and/or approved the following:

1. Recommendation for the Board of County Commissioners (BOCC) to consider providing County-purchased vehicles for Chief and utility functions

A favorable review of the above item at your February 17, 2026, FRC meeting would be appreciated. If you have any questions, please do not hesitate to contact me.

Sincerely,

J.W. Freesland III/lbl

J.W. Freesland III
President
Calvert County Fire Rescue & EMS Association

Enclosures

cc: CCVFREMSA
Ricky Weems, Chief's Council Chairman
Lori Lodge, CCVFREMSA Secretary



Calvert County Volunteer Fire, Rescue, & EMS Association
P.O. Box 113
Prince Frederick, Maryland 20678

CALVERT COUNTY VOLUNTEER CHIEF'S COUNCIL
175 Main Street, Courthouse
Prince Frederick, Maryland 20678

January 28, 2026

CCVFREMS Association,

On January 12, 2026, the Chief's Council convened and, following discussion, approved moving forward with a formal recommendation to the Board of County Commissioners for consideration and action. The Council's intent is to support consistent, reliable command-level response capabilities across all departments while helping departments direct limited local funds toward core operational needs and risk reduction initiatives.

Recommendation to the Board of County Commissioners

The Chief's Council recommends that each department be issued one (1) County-purchased Chief's vehicle and one (1) County-purchased utility vehicle to support department operations, incident command response, training, inspections, and countywide mutual aid efforts.

Providing County-purchased vehicles for Chief and utility functions will:

- Improve readiness and response reliability: Ensures command staff have dependable transportation to incidents, training events, and emergency management functions without relying on personal vehicles or aging departmental assets.
- Allow departments to prioritize limited funds for safety needs: With County purchasing assistance, departments can better focus local budgets on essential apparatus needs, PPE, training, facility improvements, and other initiatives that directly support personnel and citizen safety.
- Support equitable resource distribution: Helps ensure each department has baseline command and utility support regardless of differences in local fundraising or budget capacity.

Departments will continue to be responsible for routine maintenance and repairs for all County-purchased apparatus, including these vehicles, consistent with current practice. This includes items such as scheduled service, wear-and-tear repairs, and general upkeep to keep vehicles in safe, operational condition.

The Chief's Council respectfully requests that this recommendation be placed on an upcoming agenda for review and discussion.

We are prepared to provide additional detail, operational justification, and cost considerations as needed to assist the Board in evaluating this request.

Respectfully,

Steve Stanton, Co-Chairman
On behalf of the Chief's Council

CALVERT COUNTY FIRE & RESCUE COMMISSION

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AGENDA

NEW BUSINESS
C.



Prince Frederick Volunteer Fire Department

Established 1941
450 Solomons Island Rd. N.
Prince Frederick MD 20678
Office of the Fire Chief

January 7, 2026

Mr. Tom Breen
Chairman, Calvert County Fire Commission
110 Main St.
Prince Frederick, MD 20678

Mr. Breen,

I am writing to request emergent funding for a new snowplow at the amount of \$7,226.00.

The Prince Frederick Volunteer Fire Department (PFVFD) has experienced a failure of the transmission on our snowplow vehicle, the 2010 GMC pickup identified as Utility-2, which is department purchased. The department leadership has deemed the repair of the vehicle as not a prudent use of department funds. As such, the department is purchasing a new vehicle from the state blanket purchase order and the amount listed above is the price for the option of a new snowplow to come with the vehicle. The current snowplow is approximately 15 years old and was provided by the county when the decision was made to have the volunteers plow the paved surfaces at their respective stations.

Thank you for your prompt attention to this matter.

Respectfully,

Ben Ridgely
Fire Chief
Prince Frederick Vol. Fire Dept.
450 Solomons Island Rd. S
Prince Frederick, MD 20678
ben.ridgely@pfvfd.org
S - 410-535-9875
C - 443-532-7466

Chief, Ben Ridgely

President, Pat Hassler

Treasurer, Jamie Cox

CALVERT COUNTY FIRE & RESCUE COMMISSION

Tuesday, January 27, 2026, at 18:30 Hours

AGENDA

COORESPONDENCE

A.

NORTH BEACH
VOLUNTEER FIRE DEPARTMENT, INC.

-----FIRE AND RESCUE DIVISION-----

P.O. BOX 86

NORTH BEACH, MARYLAND 20714

PHONE: 410-257-6564

FAX: 301-855-2271

To;

December 17th, 2025

Mr. Tom Breen
Chair, Calvert County Fire Rescue Commission
Calvert County, Maryland

Mr. Chairman,

I hope this letter finds you well. This letter serves as a follow up to my previous notification dated 8/29/2025.

Fire Boat 1 suffered major pump damage during annual pump testing 8/28/2025. Repairs have been lengthy and complicated due to the boat construction features.

The boat was repaired by an approved Hale vendor (Chris Ward) several weeks ago, however on the return trip from the boat repair yard, the boat suffered another damage to the repaired pump and drive assembly. The boat was being operated by the repair vendor at that time. The boat was returned back to the vendor for this "Repeat" repair.

It was determined the impeller assembly was not installed correctly, the pump repair vendor and Hale are working this liability damage out between them. I do not have invoices or charge documents from them as of yet. (NBVFD will only pay for the contracted original repairs). I anticipate this charge to be over 10,000 dollars.

The fire boat construction requires a marine repair specialist to work with the pump vendor for transmission drive link components, and removal & replacement of the entire pump itself. I have received the invoices from the marine mechanic "Wild Goose Marine". While the boat was out of service, the annual maintenance was completed, and other failures were found during inspection and repaired as well. I have attached these invoices to this letter. We will encumber the expenses from our operational budget but do anticipate exhausting our annual fiscal budget before years end.

NORTH BEACH
VOLUNTEER FIRE DEPARTMENT, INC.

-----FIRE AND RESCUE DIVISION-----

P.O. BOX 86

NORTH BEACH, MARYLAND 20714

PHONE: 410-257-6564

FAX: 301-855-2271

A letter will follow for the fire pump repair costs.

Thank you,

STEPHENE STANTON II

Stephen E. Stanton II

Fire Chief

North Beach Volunteer Fire Department

410-279-1279

CALVERT COUNTY FIRE & RESCUE COMMISSION

Tuesday, January 27, 2026, at 18:30 Hours

AGENDA

**COORESPONDENCE
B.**

NORTH BEACH
VOLUNTEER FIRE DEPARTMENT, INC.

-----FIRE AND RESCUE DIVISION-----

P.O. BOX 86

NORTH BEACH, MARYLAND 20714

PHONE: 410-257-6564

FAX: 301-855-2271

To;

December 27th, 2025

Mr. Tom Breen
Chair, Calvert County Fire Rescue Commission
Calvert County, Maryland

Mr. Chairman,

I hope this letter finds you well. This letter serves as a follow up to the request for the Deed of the NBVFD parcel by the BOCC. I appreciate your support so far. I was wondering if we could get an updated letter drafted from the FRC to the BOCC for a status update.

Thank you,

STEPHENE STANTON II

Stephen E. Stanton II
Fire Chief
North Beach Volunteer Fire Department
410-279-1279

CALVERT COUNTY FIRE & RESCUE COMMISSION

Tuesday, January 27, 2026, at 18:30 Hours

AGENDA

**COORESPONDENCE
C.**



Dunkirk Volunteer Fire Department Inc.

3170 West Ward Road Dunkirk, Md. 20754

301-855-8895 / www.dunkirk5.com

Proudly serving Calvert, Anne Arundel, and Prince Georges County

FIRE / RESCUE / EMS



Fire Chief Thomas E Catterton Jr

President Dave Stream

Date: February 10, 2026

To: Calvert County Fire and Rescue Commission

From: Thomas Catterton Jr., Fire Chief

Re: Notification of Expected Expenditure

On behalf of the Dunkirk Volunteer Fire Department, I am respectfully requesting approval to spend funding for necessary repairs to Truck 5, our 2020 Seagrave ladder truck.

During annual ladder testing, significant defects were identified that require immediate attention. The required repairs exceed \$3000.00 and therefore fall under Section 8.2.2 of the Calvert County Fire Rescue Commission (CCFRC) Budget and Procurement Policy and Procedure Guide, necessitating review and approval by the Fire Commission.

Due to the specialized nature of fire apparatus components, the ladder failure repairs and associated hydraulic leaks must be completed using approved parts and qualified service providers. The unexpected nature of these deficiencies, combined with the cost of repair, exceeds the \$3000.00 spending threshold prior to Fire Commission review. At this time, we have obtained a quote from a Seagrave-approved vendor, which is attached for your review. The total funding amount request for approval is \$7,040.34. We would like to utilize our Apparatus Maintenance budget for this request.

We respectfully request the Fire Commission's consideration and approval to proceed with these repairs. Prolonging corrective action could result in additional damage, increased repair costs, and extended downtime for this critical apparatus. We are prepared to provide any additional information required to support this request.

Thank you for your time, consideration, and continued support of the volunteer fire service. Please do not hesitate to contact us should you require further details.

Thank you,

Thomas Catterton Jr

Thomas E Catterton, Fire Chief
Dunkirk Volunteer Fire Department

CALVERT COUNTY FIRE & RESCUE COMMISSION

Tuesday, January 27, 2026, at 18:30 Hours

AGENDA

**COORESPONDENCE
D.**



Dunkirk Volunteer Fire Department Inc.

3170 West Ward Road Dunkirk, Md. 20754

301-855-8895 / www.dunkirk5.com

Proudly serving Calvert, Anne Arundel, and Prince Georges County



FIRE / RESCUE / EMS

Fire Chief Thomas E Catterton Jr

President Dave Stream

Date: February 10, 2026

To: Calvert County Fire and Rescue Commission

From: Thomas Catterton Jr., Fire Chief

Re: Replacement of Truck 5 radiator replacement

On behalf of the Dunkirk Volunteer Fire Department, I respectfully request approval to replacement of a failed radiator on Truck 5, our 2020 Seagrave ladder truck.

Truck 5 is a critical frontline apparatus serving both our department and the greater Calvert County community. It provides essential ladder, ventilation, elevated master stream, and rescue capabilities at structure fires and other emergency incidents. The radiator has suffered a significant failure that has not yet placed the apparatus out of service, but continued operation poses a risk of severe engine damage and potential safety hazards to personnel.

Due to the specialized nature of fire apparatus components, the radiator replacement must be completed using approved parts and qualified service providers. A quote from a Seagrave-approved vendor has been obtained and is attached for review. The total amount of the replacement is \$18,316.07. We request the approval to use of our apparatus maintenance budget funding to make the repairs at this time.

Restoring Truck 5 to operational status as quickly as possible is essential to maintaining adequate response capability, apparatus coverage, and firefighter safety within our first-due area and throughout the county. Delaying these repairs may result in additional mechanical damage, increased costs, and further impacts to emergency response readiness.

We respectfully request the Fire Commission's consideration and approval to proceed with the immediate replacement of the radiator. We are prepared to provide any additional documentation or information required to support this request.

Thank you for your time, consideration, and continued support of the volunteer fire service. Please do not hesitate to contact us should you require further details.

Respectfully,

Thomas Catterton Jr

Thomas E. Catterton, JR.

Dunkirk Volunteer Fire Department, Fire Chief