

2019
ANNUAL REPORT

**MARYLAND
FIRE-RESCUE EDUCATION
AND
TRAINING COMMISSION**



Service Readiness through Education and Training

Larry Hogan
Governor

James D. Fielder, Jr., Ph.D.
Secretary of Higher Education

John D. Jerome
Chairman

Division of the Maryland Higher Education Commission
MSAR # 984

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July 16, 2019

Dr. James Fielder
Secretary
Maryland Higher Education Commission

Dear Secretary Fielder:

Pursuant to Education Article § 11-503(a) (12), please accept the attached annual report of activities for the Maryland Fire-Rescue Education and Training Commission.

The commission continues with its work of ensuring that the men and women of Maryland's fire, rescue, and emergency medical services are well-prepared through training and education, and that the standards of that preparation include accepted best practices and meet nationally accepted levels. We are striving to assure the opportunities are available for training and education that aligns with the emerging service delivery needs. We have increased efforts to improve our coordination and communication with numerous statewide agencies, local fire and rescue academies, higher education college programs, and the Maryland Fire and Rescue Institute. All of these entities work together to ensure that we are able to prepare our personnel for the challenges they face in serving the public.

The dedication and commitment of the Commission members is truly exemplary. All are working hard to enhance emergency service quality through training and education to ensure the best possible service for the citizens of Maryland. As always, the Commission members would like to express sincere gratitude for the opportunity to serve.

Please see the enclosed annual report of the Commission's activities.

Sincerely yours,
John D. Jerome
Chairman

JDJ: avo

July 16, 2019

The Honorable Larry Hogan
Governor
State of Maryland
The State House
Annapolis, Maryland 21401

Dear Governor Hogan:

Pursuant to Education Article § 11-503(a) (12), please accept the attached annual report of activities for the Maryland Fire-Rescue Education and Training Commission.

The thirteen Commissioners wish to thank you for the opportunity to serve the citizens of Maryland. We all strongly believe in the importance of our work, and we remain committed to continuing to enhance emergency services and education so that the best possible service can be provided across the state.

The Maryland Fire-Rescue Education and Training Commission works to ensure that the men and women of Maryland's fire, rescue, and emergency medical services are trained and educated to the highest standards. In Maryland, this training and education is provided by a network of agencies and institutions that includes jurisdictional training academies, state agencies, private organizations, colleges, and universities. The Commission has the responsibility of coordinating the work of numerous state and local agencies, local fire and rescue academies, higher education college programs, and the Maryland Fire and Rescue Institute. All of these entities work together to ensure that our dedicated providers are well-prepared for the challenges they face when serving the public.

Please see the enclosed annual report of the Commission's activities.

Sincerely yours,

John D. Jerome
Chairman

JDJ: avo
Report Submitted Pursuant to Education Article § 11-503(a) (12)

July 16, 2019

The Honorable Thomas V. Mike Miller, Jr.
President
Senate of Maryland
H-107 State House
Annapolis, Maryland 21401

The Honorable Adrienne Jones
Speaker
Maryland House of Delegates
H-101 State House
Annapolis, Maryland 21401

Dear President Miller and Speaker Jones:

Pursuant to Education Article § 11-503(a) (12), please accept the attached annual report of activities for the Maryland Fire-Rescue Education and Training Commission.

The service of our state's fire, rescue, and emergency medical services personnel is not only an integral part of our communities, but also an important strategic resource used to ensure the safety and well-being of our citizens. Well-prepared emergency service personnel provide a critical layer of protection to communities throughout the state. Whether it is confining and extinguishing a fire in someone's home, freeing a trapped victim from the wreckage of an automobile crash, or treating someone's loved-one for a heart attack, these services are constantly in motion, at every hour of the day, protecting lives and property.

As the risks to our communities evolve from traditional fire, rescue, and medical emergencies to the more complex threats of terrorism, first responders are called upon to also train and prepare for non-traditional roles, such as response to orchestrated chemical, biohazardous, and radiation attacks, and providing care while at risk during active assailant incidents.

The training, education, and preparation of these volunteer and career responders is of the utmost importance. In Maryland, a complex network of agencies and institutions provides first responder training and education; this network includes jurisdictional training academies, state agencies, private organizations, colleges, and universities. This report includes detailed information regarding the organization of first responder training and education throughout the State.

The Maryland Fire-Rescue Education and Training Commission works to ensure that the men and women of Maryland's fire, rescue, and emergency medical services are trained and educated to the highest standards. The Commission has the responsibility of coordinating the work of the various components of the state training network. All of these entities work together to ensure that our dedicated providers are well-prepared for the challenges they face when serving the public.

The Commission is committed to continuing to enhance emergency services and education so that the best possible service is provided to the citizens of Maryland. The members of the Commission would like to express our gratitude for the opportunity to serve.

Please see the enclosed annual report of the Commission's activities.

Sincerely yours,
John D. Jerome
Chairman

JDJ: avo

Report Submitted Pursuant to Education Article § 11-503(a) (12)

**MARYLAND FIRE-RESCUE
EDUCATION AND TRAINING COMMISSION**

2019 ANNUAL REPORT

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THE MISSION OF THE MARYLAND FIRE-RESCUE EDUCATION AND TRAINING COMMISSION

The Maryland Fire-Rescue Education Training Commission (MFRETC) is a state Commission whose central mission is to support Maryland's fire, rescue, and emergency medical services in their goal to protect life and property by providing oversight of issues relating to the training and education of fire, rescue, and emergency medical services personnel. Created by legislative mandate* to be the state-level coordinating agency for the education and training of Maryland's fire, rescue, and emergency medical services, the Commission ensures that local jurisdictions responsible for the delivery of these services have access to the best possible programs to train and educate their personnel.

The Commission is a division of the Maryland Higher Education Commission (MHEC), under the authority of the Secretary of Higher Education, Dr. James Fielder, and consists of 13 members who are state officials appointed by the Governor and confirmed by the Senate. The membership of the Commission includes six volunteer fire and EMS service members, either instructors or providers, three career fire and EMS instructors, three career providers, and one member appointed from the general public. Commission members are selected for their experience, knowledge, and ability to effectively understand the needs of the fire and EMS service systems, to work with its stakeholders, and to balance the needs of providers, stakeholders, and service customers.

Through collaboration, cooperation, and recommendation, the Commission works to improve all emergency services education and training activities. To do this, the Commission's duties include:

- Developing and maintaining a master plan for emergency services education and training;
- Ensuring high-quality standards for instructors, providers, and schools;
- Ensuring standardized course content and reciprocity of college credits;
- Ensuring the development and operation of a system for collecting, analyzing, and exchanging information on emergency services education and training;
- Researching and reviewing national standards, best practices, current research, and materials from other states and federal agencies on emergency services education and training;
- Encouraging, promoting, and reviewing new techniques, methods, and procedures for emergency services; and
- Recommending to the Secretary rules and regulations necessary or appropriate to accomplish the purposes and objectives of the Commission.

More specific information regarding the specific statutory responsibilities of the MFRETC is available in the Education Article of the Annotated Code of Maryland.

**Annotated Code of Maryland, Education Article, Title 11, §11-501-503, 2014 Replacement Volume.
(See Appendix for full text)*

EXECUTIVE SUMMARY

The Maryland Fire-Rescue Education Training Commission (MFRETC) is a state Commission whose mission is to oversee issues relating to the training and education of Maryland's fire, rescue, and emergency medical services personnel.

The Commission is a division of the Maryland Higher Education Commission (MHEC), and consists of 13 members who are state officials appointed by the Governor and confirmed by the Senate. The membership of the Commission includes volunteer and career fire and emergency medical services (EMS) members, both instructors and providers, and a member appointed from the general public. Commission members are selected for their experience, knowledge, and ability to effectively understand the needs of the fire and EMS service systems, to work with its stakeholders, and to balance the needs of providers, stakeholders, and service customers.

Through collaboration, cooperation, and recommendation, the Commission works to improve all emergency services education and training activities. To do this, the Commission's duties include:

- Developing and maintaining a master plan for emergency services education and training;
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- Researching and reviewing national standards, best practices, current research, and materials from other states and federal agencies on emergency services education and training;
- Encouraging, promoting, and reviewing new techniques, methods, and procedures for emergency services; and
- Recommending to the Secretary rules and regulations necessary or appropriate to accomplish the purposes and objectives of the Commission.

More specific information regarding the specific statutory responsibilities of the MFRETC is available in the Education Article of the Annotated Code of Maryland in appendix A.

During fiscal year 2019, the Commission has done valuable work toward ensuring high quality emergency services training and education programs are accessible statewide. In addition, the Commission has focused its attention on several primary areas:

- Assuring the Commission is effectively performing its statutory duties, that it is effectively internally structured to continue to do so, and that it is prepared to adapt to changes in service demand and industry changes in how education and training is provided;
- Assuring that the Commission is adequately represented in various statewide task forces and workgroups, including the Opioid Operational Command Center and the Active Assailant Interdisciplinary Work Group;
- Assuring the Commission has a plan to address emerging issues, such as training for active assailant threats and community paramedicine, as well as assuring that Maryland's standards are compliant with national standards and best practices, and that emerging research is incorporated into educational curricula.

Five regular Commission meetings were held. Minutes of these meetings are available on the Maryland Higher Education Commission's website, www.mhec.maryland.gov, or upon request.

Over the past year the Commission has continued to review its internal committee structure. In accordance with the goal of further clarifying the vision and focus of the Commission, the MFRETC developed bylaws governing its organization and activities. These bylaws establish rules governing the conduct of meetings and member responsibilities. At the March 22, 2019, MFRETC meeting members voted unanimously to adopt these bylaws, and the Maryland Higher Education Commission unanimously approved them May 22, 2019. These bylaws are included as an appendix to this report.

In 1980, the Commission established the Maryland Instructor Certification Review Board (MICRB) as a mechanism to ensure uniform training and instruction standards throughout the State of Maryland. This Board, comprised of membership from the MFRETC, the Maryland Institute for Emergency Medical Services Systems (MIEMSS), the Maryland Council of Fire and Rescue Academies, the Maryland Fire and Rescue Institute (MFRI), and the Maryland State Firemen's Association (MSFA), has the responsibility of certifying instructors and trainers throughout the state in accordance with national standards and best practices. As the needs of the fire and rescue services continue to evolve, the MICRB similarly continuously reviews Maryland standards. Every two years, the MICRB undergoes a substantive review of its standards and recommends needed changes to the Commission for approval. The MICRB is currently undergoing this regulatory review.

An additional ongoing concern of the Commission is the Charles W. Riley Fire and Rescue and Ambulance Squad Member Scholarship program. As discussed within previous years' reports, the 2015-2016 academic year was the first academic year in which students were eligible for funding through the Charles W. Riley Firefighter and Ambulance and Rescue Squad Member Scholarship, formerly the Charles W. Riley Fire and Emergency Medical Services Reimbursement Program. Three years later, the transition from a reimbursement to a scholarship program continues to pose several challenges for recruitment and marketing. MFRETC continues to work closely with MHEC outreach staff, other state agencies, and local academies and departments to increase awareness and visibility of the program, as well as ensuring that students are aware of and complying with documentation requirements. One example of this collaboration was seen during the 2019 legislative session, when the statute for the Riley program was amended to eliminate the requirement that applicants submit the Free Application for Federal Student Aid by March 1. However, in recognition of the fact that other changes to the program may be needed to ensure the program is best serving the emerging needs of the fire service, evaluating the eligibility requirements for the Riley program will continue to be a key focus of the MFRETC in upcoming years.

Opioid overdoses remained at crisis levels over the past year, both in Maryland and throughout the United States. Tens of thousands of overdoses were related to fentanyl alone, and there were 2,385 overdose deaths throughout the state in 2018. However, the State continues to aggressively pursue harm reduction strategies that will address this issue. In 2017, the Governor issued an executive order establishing an Inter-Agency Heroin and Opioid Coordinating Council, authorizing the creation of the Maryland Opioid Operational Command Center (OOCC). Following the recommendations of the OOCC, the Governor declared a State of Emergency to address the emergency management aspects of dealing with this epidemic. Both the Maryland Emergency

Management Agency (MEMA) and MIEMSS, two agencies with which MFRETC has substantial interaction, play significant roles in the operation of this Center. Overall coordination for statewide emergency planning, as well as support for local jurisdiction planning, is the responsibility of MEMA. Statewide protocols were created by MIEMSS for the administration of naloxone, an overdose-reversing medication, which is now used in training curricula across the state by many training agencies, and naloxone has been made widely available throughout communities in need. Several EMS systems are also involved in “follow-up” visits as part of a community paramedicine program, aimed at facilitating access to rehabilitation of EMS patients suffering from opioid abuse.

In addition to the nationwide opioid overdose crisis, there has been a substantial increase in active-assailant incidents nationwide, resulting in concern regarding the existence or establishment of response protocols. In 2018, the Governor issued an Executive Order directing the Maryland Active Assailant Emergency Work Group, to work to develop coordinated active-assailant response plans. This directed the Maryland State Police, who have responsibility for leading statewide protection efforts, to work with a Work Group comprised of the Governor’s Office of Homeland Security, the Maryland Department of Health, the Governor’s Office of Crime Control and Prevention of Maryland, the MFRETC, and MEMA, along with subject matter experts from a number of both State and Federal departments and agencies, to create a statewide response plan, along with local jurisdiction and executive agency plans. The Work Group was also tasked with updating the existing “Guidance to First Responders for the Active Assailant Incident”, including protocols for prevention, protection, information-sharing, community preparedness, outreach, and education. The involvement of the MFRETC is critical in ensuring that these protocols meet the unique needs of the fire and rescue services in disaster response. MFRETC is very actively involved with the activities of the Work Group, and members serve on a wide variety of committees and subcommittees.

Mental health of first responders is an emerging issue throughout the fire and rescue service. Involvement in the fire and rescue services involves responding to events and incidents that can cause significant stress that has short-term and long-term effects. For many years, the stigma associated with mental health issues prevented first responders from seeking assistance. However, there is an increased emphasis on awareness of conditions such as depression and Post-Traumatic Stress Disorder and how these might contribute to short-term and long-term consequences such as suicide. The Firefighter Behavioral Health Alliance, the National Volunteer Fire Council, the International Association of Firefighters, and others have worked together in creating national programs and best practices focusing on the mental health of first responders and peer support. Throughout Maryland and nationwide, fire and rescue departments are working to create a culture that eliminates stigma in asking for help with mental and behavioral health issues that may prevent first responders from seeking this critical help.

MFRETC COMMITTEES, MEMBERSHIP, AND CHARGE

The MFRETC continues to pay close attention to the fire, rescue, and emergency medical services training requirements that are necessary to be in compliance with state and national standards, accreditation requirements, and certification systems. In order to do so, the Commission works under a committee system.

Through its membership and committees, the MFRETC continues to serve the fire and emergency services community by cooperating with training academies, training institutions, colleges, universities, county, municipal, and volunteer departments to coordinate the state's emergency services education and training system. In part, this is done through the work of the following MFRETC committees. The work of all who have made contributions is acknowledged and sincerely appreciated. This year's committees and their charges and responsibilities included the following:

Executive:

John Jerome, Chair

Lynn D. Gilroy, Vice Chair

- Recommend to the Secretary rules and regulations necessary or appropriate to accomplish the purposes and objectives of the Commission.
- Prepare an annual report on the activities of the Commission to the Secretary, the Governor, and the General Assembly.
- Make appointment recommendations as appropriate.

Higher Education Programs Committee

Kiona Black, Chair

Amber Leizear, Co-Chair

John Dulina

Eric Proctor

- Consult with emergency services instructors and personnel to develop minimum uniform education and training standards for emergency services instructors, personnel, and schools.
- Cooperate with schools to help standardize course content and reciprocity of college credits for emergency services education and training.
- Cooperate with and review material from other states and federal agencies on emergency services education and training.
- Monitor concerns related to the Charles W. Riley Firefighter and Ambulance & Rescue Squad Member Scholarship Program.
- Review proposed collegiate programs and make recommendations regarding their approval and curriculum.
- Monitor state funding of education & training programs.
- Monitor articulation agreements and arrangements.
- Maintain awareness of nationally available higher education programs and the opportunities they provide.

Standards and Certification Committee

Daniel Stevens, Chair

Daniel Madryzkowski

Eric Proctor

- Consult with emergency services instructors and personnel to develop minimum uniform education and training standards for emergency services instructors, personnel, and schools.
- Cooperate with schools to help standardize course content and reciprocity of college credits for emergency services education and training.
- Cooperate with and review material from other states and federal agencies on emergency services education and training.
- Monitor the update of NFPA standards, and provide recommendations for comment from the Commission.
- Review state minimum firefighter training course curricula and protocols.
- Review the approval process for Maryland emergency services training.
- Conduct federal, state, and local standards and program reviews.
- Ensure the integration of National Incident Management System training (NIMS) into first responder training curricula.
- Monitor issues related to active assailant protocols and the work of the Active Assailant Work Group.
- Monitor issues related to the Opioid State of Emergency and the work of the Opioid Overdose Command Center.
- Monitor issues related to firefighter risks physical and mental health, particularly cancer, cardiac arrests, and suicide.

Master Training and Education Plan Committee

Bob Cumberland, Chair

Kevin Lewis, Co-Chair

Barbara Knippenburg

Kiona Black

- Cooperate with appropriate government agencies to develop and maintain a current master plan for emergency services education and training;
- Cooperate with the Maryland Fire and Rescue Institute to develop and operate a system for collecting, analyzing, and exchanging information on emergency services education and training;
- Monitor capacity of training facilities and equipment
- Ensure that consumer stakeholder interaction is occurring and solicit feedback regarding the training and education system for emergency services. This may include entities such as volunteer fire departments, career fire departments, commercial and hospital-based ambulance services, and the Maryland State Firemen's Association.
- Ensure supplier stakeholder interaction and gather feedback. This includes entities such as the Maryland Fire-Rescue Institute, career fire and rescue academies, colleges and universities, the Council of Academies, and the Maryland Higher Education Commission.

Ad Hoc Committee - Commission By-Laws

Bob Cumberland, Chair

Amber Leizear, Co-Chair

Kiona Black

- Objective: Propose a by-laws document for the MFRET Commission, considering the needs and responsibilities of the Commission.
- Work of this committee concluded as of May 2019.

Organizational Liaisons

As part of the Committee reorganization, the Commission also established and modified a number of liaison roles. These liaisons are to communicate with and represent MFRETC to designated stakeholder groups, reporting to MFRETC regarding relevant issues relating to the stakeholder group. Liaisons attend stakeholder group meetings and provide updates regarding the work of the Commission to these stakeholder groups at their meetings when possible. In these roles, liaisons may also be responsible for duties relating to serving on reciprocal boards or committees relating to their assignment. There is typically a primary and secondary MFRETC commissioner assigned. MFRETC is working to establish or has established liaison roles with the following organizations:

- Maryland Fire Service Professional Qualifications Board
- Maryland Instructor Certification Review Board
- Maryland State Firemen's Association Executive and Training Committees
- Metropolitan Fire Chiefs Association
- Maryland Council of Academies
- Maryland Police Training Commission
- Maryland Active Assailant Interdisciplinary Workgroup

MARYLAND FIRE-RESCUE EDUCATION AND TRAINING COMMISSION MEMBERS

As previously noted, the members of the MFRETC are state-appointed officials who are nominated by the Governor and confirmed by the Senate. Per statute, the Committee membership consists of six volunteer emergency services personnel or instructors, three emergency services instructors who are career personnel representing the academies, three career personnel who are not instructors, and one member of the general public.

CHAIR – Deputy Chief John Jerome
Westminster, Maryland

Term: 4 years from July 1, 2015

Deputy Chief John Jerome was appointed to the Commission in October 2011 and appointed Chair of the Commission February 2018. He currently serves as Deputy Fire Chief and Department Executive Officer for the Howard County Department of Fire and Rescue Services. He previously served as the bureau chief responsible for education and training, overseeing the planning, curriculum development, and delivery of all training for the career and volunteer members of the organization. He has been an instructor for EMT, paramedic, fire, and fire service management courses since 1996. Prior to beginning his career in Howard County in 1993, he served for five years as a volunteer firefighter/paramedic for the Ellicott City Volunteer Fire Department. Chief Jerome's education includes a Master's degree in Instructional Systems Development (2018), a Post-Graduate Certificate in distance education (2013), and a Bachelor of Arts degree in economics and emergency health services management (1991). He is a graduate of the National Fire Academy's Executive Fire Officer Program (2008), and has been a firefighter and paramedic for 28 years. Mr. Jerome represents career emergency services personnel.

VICE CHAIR – Captain Lynn D. Gilroy
La Plata, Maryland

Term: 4 Years from July 1, 2018

Captain Lynn D. Gilroy was first appointed to the Commission in 1999. He has been associated with the fire service for over 50 years. Mr. Gilroy is a Member and Treasurer of the La Plata Volunteer Fire Department, where he has served since 1992. Mr. Gilroy is a member of the Maryland State Firemen's Association and has been involved in that organization in a variety of capacities for more than thirteen years. He is the past president of the Southern Maryland Volunteer Firemen's Association. Additionally, he is a MICRB-certified State Emergency Services Instructor, and is a Field Instructor for the Maryland Fire and Rescue Institute. Mr. Gilroy retired from the Metropolitan Washington Airport Authority Fire Department at Reagan National Airport for whom he worked as a Captain and shift training officer. Mr. Gilroy recently served on the town council for La Plata, Maryland, as Councilman for Ward 3. He is presently the Vice Chair of the Maryland Fire & Rescue Education and Training Commission, and was reelected for an additional term extending from July 1, 2019 through June 30, 2020. Mr. Gilroy represents volunteer emergency services personnel.

Assistant Chief Jennifer Aubert-Utz
Parkville, Maryland

Term: 4 years from July 1, 2015

Assistant Chief Jennifer Aubert-Utz was appointed to the Commission in 2016. Chief Utz began her fire service career as a volunteer EMT in Carroll County, Maryland in 1992. She was hired by the Baltimore County Fire Department in February 2000 as a Firefighter/EMT and currently serves as an Assistant Chief. Prior to her most recent promotion, Chief Utz served as the training chief for Baltimore County. She is a certified Maryland State Emergency Services Instructor, as well as an adjunct instructor at the National Fire Academy. Chief Utz's education includes a Master of Science degree (2012), and a Bachelor of Science degree (2011); both in Management and with an emphasis in Public Safety Leadership from the Johns Hopkins University. She is also a graduate of the National Fire Academy's Executive Fire Officer Program (2015). Chief Utz also serves on the Maryland Advisory Council to the Center for the Study of Health Effects of Fire. Ms. Aubert-Utz represents career emergency services personnel.

Kiona L. Black
Thurmont, Maryland

Term: 4 years from July 1, 2016

Instructor Kiona Black was appointed to the MFRETC in 2016. Ms. Black currently serves as an instructor for the Maryland Fire-Rescue Institute, acts as a reviewer for the EMT Refresher curriculum and Instructor Evaluator, and mentors new instructors. Additionally, she recently joined the Maryland Emergency Management Agency, where she serves as the Response Coordination Branch Manager. Ms. Black formerly served as a part-time emergency services instructor for the Frederick County Division of Fire and Rescue Services and developed and coordinated the implementation of a new online training and records program for the Department. Ms. Black is a life member of the Citizens Truck Company in Frederick, Maryland, where she is a Firefighter/EMT. Additionally with the company she has served as an Executive Board Member, Secretary, Lieutenant of Training, and the company representative to the Frederick County Volunteer Fire and Rescue Association. Since 1989, Ms. Black has been a member of the Walkersville Volunteer Fire Company, where she has acted as a Firefighter/EMT. During her time with Walkersville, she has additionally served as Membership Committee Chair, Lieutenant of Training, and Assistant Secretary. Ms. Black has also been actively involved with the Frederick County Volunteer Fire and Rescue Association, having served as a company representative, Assistant Secretary, Secretary, and 1st Vice President. Ms. Black represents career emergency services instructors.

Chief Robert P. Cumberland, Jr.
Westminster, Maryland

Term: 4 years from July 1, 2015

Chief Robert P. Cumberland, Jr. was first appointed to serve on the MFRETC in 1991. He is a 55-year active volunteer member of the Westminster Fire Engine & Hose Co. #1. He has served as Chief, Assistant Chief, Lieutenant, Vice President, and President. Mr. Cumberland served as President of the Maryland State Firemen's Association from 1987-88. He served as Director for MSFA to the National Volunteer Fire Council, which he served on from 1988 to 2003. Mr. Cumberland also serves as the Out-of-State Coordinator and as a member of the federal legislative committee for MSFA. He is a past President of the Maryland Fire Chiefs Association, served as Chairman of the Presidents Board of Advisors for the Maryland Fire and Rescue Institute, and

served as a member of the Board of Visitors for the National Fire Academy. In February 2014, Mr. Cumberland was appointed as a Delegate representing the Cumberland Valley Volunteer Fireman's Association to the Congressional Fire Services Institute National Advisory Board. He is currently serving as Director for the Cumberland Valley Fire Volunteer Fireman's Association. He continues to serve on numerous other MSFA and Carroll County Firemen's Association Committees. Mr. Cumberland represents volunteer emergency services personnel.

John E. Dulina

Term: 4 years from July 1, 2014

Middle River, Maryland

John E. Dulina was appointed to the Commission in 2002. He has served as a Volunteer Firefighter/EMT and Chief Officer for many years with the Middle River Volunteer Fire Company, located in Baltimore County. He is an active member of the Maryland State Firemen's Association and the Baltimore County Volunteer Firemen's Association. Mr. Dulina is Past President and Past Vice-President of Operations of the Baltimore County Volunteer Firemen's Association. Currently, he serves as President of the recently consolidated Middle River Volunteer Fire and Rescue Company and has worked extensively in planning the consolidation of Middle River Volunteer Fire Company and Middle River Volunteer Ambulance Rescue Company. Previously, Mr. Dulina was employed by the Baltimore County Public Schools and is currently employed by Maryland Emergency Management Agency as a Regional Liaison Officer. Mr. Dulina represents volunteer emergency services personnel.

Chief Barbara A. Knippenburg

Term: 4 Years from July 1, 2016

Frostburg, Maryland

Chief Barbara Knippenburg was initially appointed to the MFRETC in 2009. After completing her Bachelor's and Master's degrees at Frostburg State University, Ms. Knippenburg taught in the Allegany County School System for over 30 years. She began volunteering in the emergency services in 1978, when she joined the newly formed Georges Creek Ambulance Service, serving as a medic and chief officer for many years. After the completion of her fire training, she became a member of Midland Fire Company, where she has served in numerous offices including Assistant Chief and Treasurer. Currently, she is EMS Chief and Training Officer. In 1990, she became an instructor with the Maryland Fire and Rescue Institute, teaching Rescue, Fire Fighting, EMT, and Instructor Trainer classes. Active in the Allegany Garrett Counties Volunteer Fire and Rescue Association, Ms. Knippenburg is a Past President and currently serves as Editor, producing the Association's monthly newsletter. In the Maryland State Firemen's Association (MSFA), she has served on several committees and has been honored with election into the Hall of Fame, has been the recipient of the Josiah Hunt Award, and been honored as Firefighter of the Year. Recently, she has been appointed to the Volunteer Company Assistance Fund as the representative for Allegany and Garrett Counties. She has served on the Maryland Instructor Certification Review Board since 1998, representing MSFA. Ms. Knippenburg represents volunteer emergency services instructors.

Amber Leizear

Term: 4 years from July 1, 2017

College Park, Maryland

Amber Leizear started her volunteer firefighting career in 1999 at the Brentwood Volunteer Fire Department in Brentwood Maryland where she is a 4th generation firefighter. She previously

worked in the Institute Development Section and Field Programs Section of the Maryland Fire Rescue Institute. While at MFRI, she developed several programs in all disciplines to include Firefighter 2, Structural Collapse and most recently EMT. Ms. Leizear currently holds her MICRB Certification for Instructor, Evaluator and Instructor Trainer. Her true passion is educational methodology for instructors. She is a member of the Laurel Volunteer Fire Department in Prince George's County, Maryland. She currently is a Program Manager II for Montgomery County Fire and Rescue Service managing all fire, rescue, hazmat and management programs. She is also a member of the MSFA Training Committee, MSFA Safety Committee, and serves as the Deputy Director for the Maryland Chapter of the Firefighter Cancer Support Network. Ms. Leizear graduated from UMBC with her Bachelor's in Music Education and Master's degree in Instructional Systems Development. She is currently pursuing a Ph.D. in higher Education Leadership at Notre Dame of Maryland University. Ms. Leizear represents volunteer emergency services personnel.

Kevin L. Lewis
Williamsport, Maryland

Term: 4 years from July 1, 2017

In February 2016, Kevin became the Director of Emergency Services for Training and Quality Assurance for Washington County, Maryland. There he oversees and participates in all public safety training including Communications, EMS, Fire, and Rescue. Prior to that he served as the Deputy Director for the Division beginning in 2006. He was then appointed the Director of Emergency Services and functioned as the Emergency Manager from 2008 to 2017. Kevin also services on the Maryland Incident Management Team where he is trained in several positions. Kevin has been involved in fire and emergency services for over 30 years. Originally he started in Frederick County as a volunteer Firefighter and Medic with Frederick County ALS. In 1987, he began as a career Paramedic with the Baltimore County Fire Department, from which he resigned in 2006 as a Lieutenant. Kevin continues to volunteer with the Williamsport Volunteer Fire Department where he has served in several elected and appointed leadership positions. Kevin is currently a Maryland Firefighter and Paramedic. Mr. Lewis is a native of the Frederick County/Washington County area. He was educated in the Frederick County School System and graduated from Middletown High School. Kevin graduated from Hagerstown Community College in 1984 as a Radiologic Technologist. Kevin also graduated from the University of Maryland University College in January, 2017 with a Bachelor's of Science in Public Safety Administration. Kevin teaches part-time with the Maryland Fire and Rescue Institute as a field instructor teaching fire and emergency medical services courses. Kevin serves on the Hagerstown Community College Paramedic Advisory Committee and also teaches there as an adjunct instructor in the Emergency Health Services programs. Mr. Lewis represents career personnel.

Chief Eric D. Proctor
Columbia, Maryland

Term: 4 years from July 1, 2017

Chief Eric Proctor returned in 2017 to serve on the Commission after an initial appointment from 1999-2003. He began his fire service career in 1984 with the Howard County Department of Fire and Rescue Services. Mr. Proctor retired as Assistant Chief of the Bureau of Education & Training responsible for overseeing the planning, curriculum development, and delivery of all training for career and volunteer members of the department. He currently works in

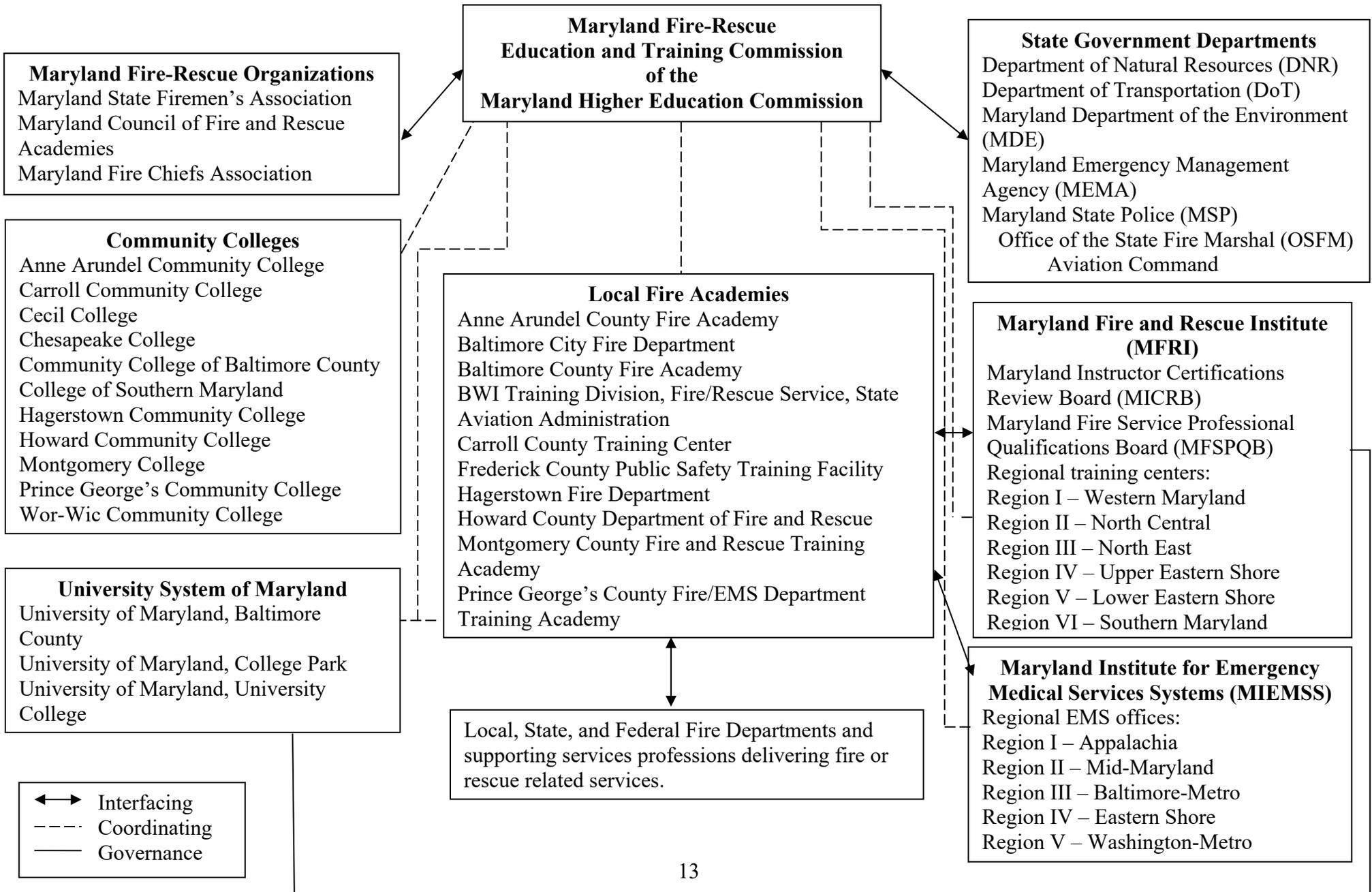
private sector emergency services education and training. Mr. Proctor is a member of the Savage Volunteer Fire Department Inc. and represents volunteer emergency services personnel.

Chief Daniel J. Stevens
La Plata, Maryland

Term: 4 years from July 1, 2017

Chief Dan Stevens was initially appointed to the MFRETC in 2001. A 50-year volunteer firefighter, he is currently a member of the Waldorf Volunteer Fire Department, Charles County where he is a life member and an active riding member. Mr. Stevens has served his company as chief, assistant chief, captain, and chairman of the board of directors. He is currently Coordinator of MFRI's Southern Maryland Regional Training Board in La Plata. He also serves as a member of the Charles County Volunteer Firemen's Association and EMS Association where he is Chairman of the County Training Committee. Mr. Stevens serves or has served on several committees of the Maryland State Firemen's Association. He serves on the Executive Committee and has served on several others including; Safety, Training, and the Volunteer Company Assistance Fund. Mr. Stevens is an MICRB-certified State Emergency Services Instructor and works as a field instructor for the Maryland Fire and Rescue Institute. Professionally, Mr. Stevens retired as the Director of the Tobacco and Peanut Analysis Group with the United States Department of Agriculture and was responsible for the management of both programs. Mr. Stevens holds an Associate Degree in Business from St. Mary's College of Maryland, a Bachelor of Science degree in Agricultural Economics from the University of Maryland and a Master of Science in Agricultural Economics with minors in statistics and finance from Texas A&M University. Mr. Stevens represents volunteer emergency services personnel.

MARYLAND'S FIRE-RESCUE AND EMERGENCY SERVICES TRAINING SYSTEM



The Maryland fire-rescue education training system involves a number of different agencies and other entities. Industry training courses in fire, rescue, and basic emergency medical services (EMS) offered in Maryland are taught by instructors who are certified by either the Maryland Instructor Certification Review Board (MICRB) or by the Maryland Institute of Emergency Medical Services Systems (MIEMSS) for advanced EMS training. The training programs offered are designed to meet or exceed applicable state requirements and/or national model standards. The National Fire Protection Association's Professional Qualifications Standards are the primary standards adopted by reference for fire-rescue service training, and EMS training standards are set by state law. Those successfully completing fire-rescue training are often eligible to be certified by the Maryland Fire Service Personnel Qualifications Board (MFSPQB) as well as national certification entities. Emergency medical technicians and paramedics must be also certified or licensed by MIEMSS; MIEMSS additionally approves all EMS training programs offered in the state. The MFSPQB accredits all fire-rescue training academies and institutes.

Maryland Fire and Rescue Institute (MFRI), University of Maryland.

The Maryland Fire and Rescue Institute of the University of Maryland is one of the nation's top institutions of its kind. The nature and complexity of the issues and situations facing our dedicated emergency services providers on a daily basis continues to challenge them to train, exercise, and stand ready to respond to all calls for assistance. Through the industry of its staff, its regional training centers, and the monetary support of the University of Maryland and the state, the MFRI excels in providing this much-needed training at no cost to Maryland's fire and rescue services personnel. MFRI serves as a cornerstone of the state's emergency services education and training system.
www.mfri.org.

Maryland Institute for Emergency Medical Services System (MIEMSS).

MIEMSS is a coordinated statewide network including volunteer and career EMS providers, medical and nursing personnel, communications, transportation systems, trauma and specialty care centers, and emergency departments. Among its many responsibilities, MIEMSS conducts and supports EMS educational programs and provides certification and licensure for all prehospital EMS personnel, including EMT-B (Basic Life Support), EMT-A (Advanced Life Support) and EMT-P (Paramedic). MIEMSS has also largely overseen the transition to National Registry certification, which makes Maryland one of the 46 states that utilize the National Registry for certifying its EMS providers. In addition to creating a national standard for competency, Registry certification also allows for reciprocity between states.

www.miemss.org

Maryland Instructor Certification Review Board (MICRB).

This Board, created by MFRETC, is promulgated under authority of the Code of Maryland Regulations to certify fire, rescue, and up to the EMT-B level, emergency medical, state instructors and instructor trainers. Every two years, the MICRB is required to complete a regulatory review of its certification protocols and updated its regulations to incorporate the most current national standards. The MICRB is currently in the process of this review.

www.mfri.org/cgi-bin/MICRB_Main.cgi.

Maryland Fire Service Personnel Qualifications Board (MSFPQB).

Also created by MFRETC, this Board is a recognized leader in the certification of individuals with fire service training and qualifications. Throughout the nation, Maryland's fire service certification system is the "model" system. The Board's concept and structure as a voluntary certification system with state-accredited local Accredited Training Review Agencies has been assessed and emulated by

a number of other fire service organizations, both nationally and internationally. Both career and volunteer personnel are certified as professional to the same standards. These individuals have access to an extensive number of different certification levels, ranging from firefighter to fire officer. This Board is nationally accredited by the National Professional Qualifications Board to offer 51 levels of certification and by the International Fire Service Accreditations Congress to offer 29 levels. Maryland also continues to be a national leader in the number of certifications issued. 2017 represented the 31st anniversary of the MFSPQB's involvement in voluntary fire service certification in Maryland.

www.mfri.org/mfspqb/

Local Fire, Rescue, and EMS Academies.

Local academies deliver both custom education and training curricula, as well as MFRI-developed curricula. Custom curricula are often designed to meet local needs, but can also include paramedic programs that are subject to the same national accreditation requirements and MIEMSS approvals that collegiate programs must meet. MFRI curricula can be delivered by local academies that are accredited by MFRI to do so. Several local academies are involved in delivering EMS and fire cadet programs in their local public school system.

Maryland's Colleges and Universities.

Programs available through the colleges and universities of Maryland include undergraduate, graduate certificate, and graduate degree programs in fire science, fire service administration, fire service leadership, emergency management, EMS management, EMS education, and Preventive Medicine and Epidemiology. A detailed listing of academic programs is included in this report.

Maryland's fire, rescue, and emergency medical services personnel: The members and staff of MFRETC recognize that it is through the dedication and will of the men and women of the emergency services, that critically needed fire, rescue, and emergency medical services are successfully provided in Maryland. These men and women are to be recognized for their efforts and commended for their work.

**MARYLAND COLLEGE AND UNIVERSITY
ACADEMIC FIRE AND EMS PROGRAMS**

Anne Arundel Community College

Fire Management, Associate Degree
EMT-P, Certificate and Associate Degree
EMT-I, Certificate

Carroll Community College

EMT-P, Associate Degree

Cecil College

EMT-P, Certificate and Associate Degree
Fire Service Technology, Associate Degree

Chesapeake College

Emergency Medical Services, Certificate and Associate Degree
EMT-P, Certificate

College of Southern Maryland

EMT-P, Certificate
Emergency Medical Services, Associate Degree
Fire Science Technology, Associate Degree

Community College of Baltimore County

Emergency Medical Tech, Certificate and Associate Degree
Fire Protection Specialist, Certificate
Fire Protection Tech, Certificate
Fire Service Management, Certificate

Frederick Community College

Emergency Management, Certificate
Emergency Management Statewide, Associate Degree
Fire Service Administration, Associate Degree

Hagerstown Community College

Emergency Medical Technology – Paramedic, Certificate
Emergency Medical Technician, Certificate
Paramedic Emergency Services, Associate Degree
Paramedical Emergency Service: EMT-I to EMT-P Bridge, Certificate

Howard Community College

EMT-P, Certificate and Associate Degree
Fire Science and Leadership, Associate Degree (NEW PROGRAM)

Montgomery College

Emergency Preparedness Management, Certificate and Associate Degree
Fire and Emergency Service Management, Certificate
Fire and Emergency Service Management Statewide, Associate Degree

Fire and Arson Investigation Certificate Statewide, Certificate
Fire Prevention Technology Statewide, Certificate and Associate Degree
Fire Protection Technology Statewide, Certificate and Associate Degree

Prince George's Community College

Fire Science, Associate Degree

Wor-Wic College

Emergency Medical Services, Certificate and Associate Degree

University of Maryland, Baltimore County

Emergency Health Services, Bachelor's and Master's Degrees

Emergency Management, Certificate (Post-Baccalaureate)

University of Maryland, College Park

Fire Protection Engineering, Bachelor's and Master's Degrees

University of Maryland University College

Public Safety Administration, Bachelor's Degree – Fire Service Administration minor

Public Safety Administration, Bachelor's Degree – Emergency Management minor

LOCAL FIRE AND RESCUE SERVICES ACADEMIES

Anne Arundel County Fire Academy

415 Maxwell Frye Road
Millersville, MD 21108
(410) 222-8360

Baltimore City Fire Department

Frank J. Trenner Fire Academy
6720 Pulaski Highway
Baltimore, MD 21237
(410) 396-9984

and

Public Safety and Training Facility (EMS)
3500 W. Northern Parkway
Baltimore MD 21215
(410) 396-1005

Baltimore County Fire Academy

802 York Road
Towson, MD 21204
(410) 887-7523

Carroll County Public Safety Training Center

50 Kate Wagner Rd.
Westminster, MD 21157
(410) 848-1488

Frederick County Public Safety Training Facility

Professional Services Bureau
5370 Public Safety Place
Frederick, MD 21704
(301) 600-2282

Hagerstown Fire Department Training Academy

25 West Church Street
Hagerstown, MD 21740
(301) 790-2476

Howard County Department of Fire and Rescue

James N. Robey Public Safety Training Center
2200 Scott Wheeler Dr.
Marriottsville, Maryland 21104
(410) 313-1361

Montgomery County Public Safety Training Academy

8751 Snouffer School Rd.
Gaithersburg, MD 20879
(240) 773-8200

Prince George's County Fire/EMS Department Training Academy
9190 Commo Road
Cheltenham, MD 20623
(301) 856-2940

**MARYLAND FIRE AND RESCUE INSTITUTE, UNIVERSITY OF MARYLAND
(MFRI)**

4500 Paint Branch Parkway
College Park, MD 20742

Director Michael E. Cox
Special Operations Assistant Director F. Patrick Marlatt
Field Operation Assistant Director Lawrence L. Preston
Headquarters (College Park)..... (301) 226-9900
Western Maryland Regional Training Center (301) 729-0431
North Central Office..... (301) 829-2020
North East Regional Training Center (410) 676-5409
Upper Eastern Shore Regional Office (410) 758-2112
Lower Eastern Shore Regional Training Center (410) 749-0313
Southern Maryland Regional Training Center (301) 934-2600

**MARYLAND INSTITUTE FOR EMERGENCY MEDICAL SERVICES SYSTEMS
(MIEMSS)**

653 West Pratt Street
Baltimore, MD 21201-1536
(410) 706-3994

Executive Director (Currently Vacant)
Medical Director Dr. Richard Alcorta

Regional EMS Offices & Administrators:

Region I – Appalachia
Allegheny, Garrett
Casselman Ventures Bldg. #106
P.O. Box 34
Grantsville, MD 21536
Tel: (301) 895-5934
Fax: (301) 895-3618

Region II – Mid-Maryland
Frederick, Washington
201 S. Cleveland Ave., Suite 211
Hagerstown, MD 21740
Tel: (301) 791-2366 or (301) 416-7249
Fax: (301) 791-9231

Region III – Baltimore-Metro
Anne Arundel, Balto. City
Baltimore Co, Howard
653 W. Pratt Street
Baltimore, MD 21201
Tel: (410) 706-3996
Fax: (410) 706-8530

Region IV – Eastern Shore
Caroline, Cecil Kent, Dorchester
Carroll, Harford, Queen Anne's, Talbot
Somerset, Wicomico, Worcester
01 Bay Street Plaza, Suite 306
Easton, MD 21601
Tel: (410) 822-1799
Fax: (410) 822-0861

Region V – Washington-Metro
Calvert, Charles, Montgomery
Prince George's, St. Mary's
Marie Warner-Crosson
5111 Berwyn Road, Suite 102
College Park, MD 20740
Tel: (301) 474-1481
Fax: (301) 513-5941

Education & Certification
Terrell Buckson
Director, Licensing & Certification
Jim Brown
Director, Education Support Services
653 W. Pratt Street
Baltimore, MD 21201-1536
Tel: (410) 706-3666 or
1-800-762-7157
Fax: (410) 706-2367

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APPENDICES

APPENDIX A

ANNOTATED CODE OF MARYLAND Education Article

Subtitle 5. Fire-Rescue Education and Training Commission

§11-501 Definitions

- (a) In this subtitle the following words have the meanings indicated.
- (b) “Commission” means the Maryland Fire–Rescue Education and Training Commission.
- (c) “Emergency services” means fire, rescue, and ambulance services.
- (d) “Schools” means the Maryland Fire and Rescue Institute, any emergency services training academy operated by any city, county, or municipal government, any community college offering emergency services education and training courses, any public school offering emergency services education and training courses, and any private or governmental institution or body providing emergency services education and training courses.

§11-502 Established; members; officers; meetings.

- (a) There is a Maryland Fire-Rescue Education and Training Commission in the Maryland Higher Education Commission.
- (b)
 - (1) The Commission consists of 13 members appointed by the Governor with the advice and consent of the Senate. Of the members:
 - (i) Each shall be qualified to deal with the matters within the authority of the Commission;
 - (ii) Six shall be volunteer emergency services personnel or instructors;
 - (iii) Three shall be emergency services instructors who are career personnel representing the academies;
 - (iv) Three shall be career emergency services personnel who are not instructors; and
 - (v) One shall be a member of the general public.
 - (2) Each member serves for a term of 4 years and until a successor is appointed and qualifies. These terms are staggered as required by the terms of the members serving on July 1, 1978.
 - (3) A member appointed to fill a vacancy in an unexpired term serves only for the remainder of that term and until a successor is appointed and qualifies.
 - (4) A member may be removed by the Governor:
 - (i) For neglect of duty; or
 - (ii) If the Governor believes the member’s continued membership is not in the public interest.
 - (5) Each member of the Commission:
 - (i) Serves without compensation; but
 - (ii) Is entitled to reimbursement for expenses in accordance with the Standard State Travel Regulations.

- (c) (1) The Governor shall designate one of the members of the Commission as the chairman of the Commission. The chairman serves at the pleasure of the Governor.
- (2) Each year, the Commission shall elect a vice chairman and any other officer it requires.
- (3) The Commission:
 - (i) Shall meet at least once every 2 months;
 - (ii) May meet at any other time the chairman designates; and
 - (iii) May adopt rules for the conduct of its meetings.
- (4) A quorum consists of 7 members, one of whom shall be the chairman or vice chairman.

§11-503 Duties; staff services.

- (a) Subject to the authority of the Secretary, the Commission shall:
 - (1) Keep minutes of its meetings and any other records it considers necessary;
 - (2) Cooperate with and assist schools in coordinating and improving all emergency services education and training activities;
 - (3) Cooperate with the University of Maryland in developing a program for accrediting emergency services instructors;
 - (4) Consult with emergency services instructors and personnel to develop minimum uniform education and training standards for emergency services instructors, personnel, and schools;
 - (5) Cooperate with schools to help standardize course content and reciprocity of college credits for emergency services education and training;
 - (6) Cooperate with appropriate government agencies to develop and maintain a current master plan for emergency services education and training;
 - (7) Cooperate with the Maryland Fire and Rescue Institute to develop and operate a system for collecting, analyzing, and exchanging information on emergency services education and training;
 - (8) Encourage, promote, and review new techniques, methods, and procedures for emergency services;
 - (9) Cooperate with and review material from other states and federal agencies on emergency services education and training;
 - (10) Recommend to the Secretary rules and regulations necessary or appropriate to accomplish the purposes and objectives of the Commission;
 - (11) Review any proposed or adopted national standards or certification programs for emergency services and recommend to the Secretary the actions that should be taken regarding them;
 - (12) Prepare an annual report on the activities of the Commission to the Secretary, the Governor, and, subject to § 2-1246 of the State Government Article, the General Assembly; and
 - (13) Provide a place of storage for the records of the Commission and the original Governor's Commission on Fire Services.
- (b) The Maryland Higher Education Commission shall provide staff services for the Commission.

APPENDIX B

Bylaws of the Maryland Fire-Rescue Education Training Commission

Approved May 22, 2019

PREAMBLE

Pursuant to the powers vested in the Maryland Fire Rescue Education Training Commission as provided by law, the following are hereby adopted and declared as the Bylaws of the Maryland Fire Rescue Education Training Commission.

ARTICLE I

NAME, PURPOSE, AND POWERS

Section 1. Name and Purpose

- A. The Maryland Fire-Rescue Education Training Commission (hereafter “the Commission”) is the body established by law to cooperate with and assist schools in coordinating and improving all emergency services education and training activities. The duties of the Commission are set forth in § 11-503 of the Education Article of the Annotated Code of Maryland.

- B. The Commission is within the Maryland Higher Education Commission (MHEC).

Section 2. Powers

The Commission shall perform the duties and exercise the powers specified in §§ 11-501 – 11-503 of the Education Article of the Annotated Code of Maryland and any regulations adopted thereunder.

ARTICLE II

OFFICERS AND MEMBERS OF THE COMMISSION AND THEIR SELECTION

Section 1. Commission Officers, Members and Their Terms

- A. The Commission consists of 13 members appointed by the Governor with the advice and consent of the Senate. Each member serves for a term of four (4) years and until a successor is appointed and qualified. (Educ. § 11-502).

- B. The officers of the Commission shall be the Chair and the Vice Chair.

Section 2. Selection of Commission Officers

- A. The Governor shall designate one of the members of the Commission as the Chair of the Commission. The Chair serves at the pleasure of the Governor.

- B. The Vice Chair shall be elected annually by majority vote at a Commission meeting. A vacancy in the office of Vice Chair shall be filled by majority vote at a Commission meeting. An officer elected to fill a vacancy shall serve for the remainder of the predecessor’s term or until a successor is selected.

**ARTICLE III
DUTIES OF OFFICERS**

Section 1. The Commission Chair

- A. The Chair shall represent the Commission before all public bodies or designate another member to perform that function; shall preside at all meetings of the Commission; shall direct the work of the Commission and the Commission's standing and ad hoc committees in order to assure that the Commission's statutory responsibilities are discharged; and shall perform such other duties as prescribed in these Bylaws or assigned by the Commission consistent with the law.

Section 2. The Commission Vice Chair

- A. The Vice Chair shall, at the request of or in the absence of the Chair, perform all the duties of the Chair and, while so doing, have and exercise all the authority and powers of the Chair; and shall perform such other duties as may from time to time be assigned by the Commission consistent with the law.

**ARTICLE IV
COMMISSION MEETINGS**

Section 1. Regular Commission Meetings

- A. The Commission shall hold no less than six regular meetings during each calendar year.
- B. The Chair shall propose the time and location for the required regular meetings for each calendar year for adoption by the Commission.
- C. Notice of time and place for each Commission meeting shall be given in writing to each Commission member as soon as practicable and no less than five days in advance of such meeting.

A meeting agenda shall be provided to each Commission member and made public in advance of each meeting. The agenda shall be prepared by MHEC in consultation with the Chair.

Section 2. Special Commission Meetings

- A. A special meeting may be called at any time by the Chair or upon request of any six voting members of the Commission. The convening of a special meeting shall be contingent upon satisfaction of the notice requirements in Article IV, Section 1.C of these Bylaws, unless those requirements are waived by a majority of the members of the Commission then serving on the Commission. The waiver may be approved by telephone or other electronic modes of communication.

Section 3. Location and Notice of Commission Meetings

- A. The Chair, in consultation with the Commission members, shall determine the location of each regular or special Commission meeting.

- B. At the discretion of the Chair, a regular or special meeting may be conducted in whole or in part by telephone or by other interactive modes of communication.
- C. In the event that a majority of the members of the Commission then serving on the Commission waive the notice requirements, notice of the waiver and the special meeting shall be immediately provided to each member of the Commission by telephone or other electronic modes of communication and confirmed in writing.

Section 4. Conduct of Commission Meetings

- A. A quorum consists of seven members, one of whom shall be the Chair or Vice Chair.
- B. All Commission meetings shall be conducted in accordance with the Maryland Open Meetings Act, §§ 3-201 through 206 of the General Provisions Article of the Maryland Annotated Code.
- C. Voting on all matters before the Commission shall be by voice vote unless otherwise directed by the Chair. In all cases where a vote is taken, the yeas, nays and abstentions shall be separately recorded, with the exception of a unanimous vote, which may be recorded as such.
- D. Individuals desiring to address the Commission at a regular or special meeting may request that opportunity by submitting a written request to the Chair no later than seventy-two hours prior to the meeting. The request shall be acted upon by the Chair, who may at his or her discretion deny it, grant it, or grant it subject to limitations on the scope of time of presentation. No individual or group shall be entitled to address the Commission unless the subject of the presentation is deemed relevant by the Chair and the duration of the presentation does not exceed limits imposed by the Chair. The restrictions in this paragraph do not prevent the Chair, at his or her discretion, from recognizing persons for comment during a Commission meeting.

Section 5. Records of the Proceedings of the Commission

- A. Minutes of each Commission meeting shall be signed by the Chair of the Commission and distributed to each Commission member before or at the next regular Commission meeting. Minutes may be amended by vote of the Commission at the next regular Commission meeting.
- B. Minutes shall be maintained in a form accessible to the public in the principal offices of the Commission.

ARTICLE V COMMISSION COMMITTEES

Section 1. Standing Committees, Ad Hoc Committees, and Commission Liaisons

- A. The Commission may establish and designate standing committees, ad hoc committees, and Commission liaisons. The Chair shall be an ex officio member of all committees, and an ex officio liaison to all Commission stakeholder groups. Only members of the Commission shall be entitled to serve as voting members of standing committees, ad hoc committees, or as Commission liaisons.

- B. Upon appointment by the Governor or as soon thereafter as practicable, the Chair shall appoint members to each of the standing committees and shall designate the chair and vice chair of each. In making such appointments, the Chair of the Commission shall determine the number of members on each standing committee, with no committee consisting of fewer than three (3) members. A member of a committee shall serve until a successor is selected. In case of a vacancy on a standing committee, the Chair of the Commission shall appoint a new member for the unexpired term.
- C. Each committee member and Commission liaison shall serve at the pleasure of the Chair of the Commission. Members of the Commission may serve as members of standing committees and Commission liaisons for consecutive terms without limitation.
- D. The standing committees, ad hoc committees, and Commission liaisons shall be determined by the Chair of the Commission, in consultation with Commission members.
- E. The responsibilities of each standing committee, ad hoc committee, and Commission liaisons shall be determined by the Chair, in consultation with Commission members. Those responsibilities shall be designated to ensure the Commission effectively and efficiently performs its statutory responsibilities.
- F. The ad hoc or standing committee chair shall, in conjunction with the other committee members, recommend committee responsibilities to the Chair of the Commission, ensure that committee responsibilities are accomplished and provide a committee report at regular meetings and as requested by the Chair of the Commission. The committee Vice Chair shall assist the committee Chair with their duties, and assume the duties of the committee Chair in their absence.
- G. The Chair of the Commission shall designate a Primary Liaison for each established Commission liaison function. The Chair of the Commission may also designate a Secondary Liaison for each established Commission liaison function. The Primary Liaison shall make every effort to attend meetings and functions of the group to which they serve as a liaison, and shall provide a report to the Commission at regular meetings and as requested by the Chair of the Commission. The Secondary Liaison shall assist the Primary Liaison with their duties, and shall assume the duties of the Primary Liaison in their absence by attending meetings and functions of the group to which they serve as a liaison, and providing a report to the Commission at regular meetings and as requested by the Chair of the Commission.
- H. The Commission shall maintain a list of standing committees, ad hoc committees, and Commission liaisons and their respective responsibilities. The list shall be made accessible to Commission members.

Section 8. Location and Notice of Standing Committee and Ad Hoc Committee Meetings

- A. A meeting shall be called by the Committee Chair, who shall, to the maximum extent possible under the circumstances, consult with and notify the Chair of the Commission regarding the date, time, and location of the meeting.
- B. Notice of the time and place for each committee meeting shall be given in writing to each committee member no less than five days in advance of such meeting, unless that requirement is waived by unanimous vote of the members of the committee. The Committee Chair shall give such other notice as may be appropriate.
- C. The notice shall include a meeting agenda. The agenda shall be prepared by the Committee Chair with support from MHEC staff.
- D. Conducting electronic or audio conference call standing or ad hoc committee meetings may be used at the discretion of the committee chair and consistent with the Open Meetings Act.

Section 9. Conduct of Standing Committee and Ad Hoc Committee Meetings

- A. A majority of the voting members of a committee shall constitute a quorum for the conduct of committee business. The chair of a committee may invite other commission members to the meetings of a committee and, in the absence of a quorum of a committee such commission members may be empowered by the chair of a committee to vote on a particular matter before a committee and otherwise constitute a quorum for the conduct of committee business.
- B. All committee meetings shall be conducted in accordance with the Maryland Open Meetings Act, §§ 3-201 through 206 of the General Provisions Article of the Maryland Annotated Code.
- C. Voting on all matters before the committee shall be by voice vote unless otherwise directed by the chair of the committee. In all cases where a vote is taken, the yeas, nays, and abstentions shall be separately recorded, with the exception of a unanimous vote which may be recorded as such.
- D. The transactions of every public committee meeting shall be memorialized, in summary form, and the minutes thereof shall be included in the record of the next regular meeting of the Commission.

Section 10. Records of the Proceedings of Standing Committee and Ad Hoc Committee Meetings

- A. Minutes of each committee meeting shall be approved and signed by the chair of the committee and distributed to each committee member before or at the committee's next meeting. Minutes may be amended by vote of the committee at its next meeting. Minutes shall be maintained in a form accessible to the public in the principal offices of the Commission.

**ARTICLE VI
AMENDMENTS TO THE BYLAWS**

Section 1. Amendments

- A. These Bylaws may be amended by a majority of the voting members of the Commission at any meeting of the Commission, subject to the approval of MHEC; provided, however, that no proposed amendment shall be acted upon unless the written

text of the amendment is sent to the Chair of the Commission and each member of the Commission at least fourteen days prior to the vote.

**ARTICLE VII
REPEAL OF PRIOR PROVISIONS**

Section 1. The Chair

- A. These Bylaws supersede and replace any bylaws adopted prior to May 22, 2019, by the Commission or its predecessors and any regulations or policies of the Commission or its predecessors to the extent inconsistent with any provision contained these Bylaws.