

SALISBURY CITY COUNCIL WORK SESSION AGENDA

DECEMBER 17, 2018 COUNCIL CHAMBERS GOVERNMENT OFFICE BUILDING

4:30 p.m. Municipal Code revisions – Fire Chief John Tull

5:00 p.m. Salisbury Fire Department Pay Plan Revision – Fire Chief John Tull

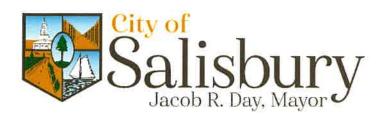
5:30 p.m. Approving 2019 Council Meeting Dates – City Clerk Kim Nichols

5:40 p.m. Motion to Convene in Closed Session to consult with staff, consultants, or other individuals about pending or potential litigation as permitted under the Annotated Code of Maryland §3-305(b)(8)

Return to Open Session / Report on Closed Session / Adjournment – President Heath

Times shown are approximate. Council reserves the right to adjust the agenda as circumstances warrant.

The Council reserves the right to convene in Closed Session as permitted under the Annotated Code of Maryland 3-305(b).



MEMORANDUM

To: Andy Kitzrow, Deputy City Administrator

From: John W. Tull, Fire Chief

Subject: Municipal Code Revision Chapter 8.11 – The Fire Prevention Code

Date: November 14, 2018

Attached you will find an ordinance to amend the Salisbury Municipal Code Chapter 8.11 – The Fire Prevention Code. The ongoing application, administration and periodic review of this Code has identified several areas where revisions are needed. Below are the requested changes:

• Subsection 0.20 (5) – Clarifying open burning

• Subsection 0.20 (6) – Adding specific list of permit requirements

Subsection 060 – Eliminating Enforcement and Assistance

• Subsection 0.60 – Adding Third Party Inspections

If you should have any changes or concerns, please do not hesitate to contact me.

1	ORDINANCE No
2 3 4 5 6 7 8 9	AN ORDINANCE OF THE CITY OF SALISBURY TO AMMEND CHAPTER 8.11 – THE FIRE PREVENTION CODE, SECTIONS.020 AND .060 OF THE CITY OF SALISBURY MUNICIPAL CODE BY UPDATING THE REFERENCE TO THE STATE FIRE PREVENTION CODE, ADDING NEW PERMITS THAT ARE REQUIRED TO BE OBTAINED FROM THE FIRE MARSHAL, AND REPLACING THE ENFORCEMENT AND ASSISTANCE REQUIREMENTS IN 8.11.060 WITH THIRD-PARTY INSPECTION REQUIREMENTS.
11 12 13 14	WHEREAS, the ongoing application, administration and enforcement of the City of Salisbury Municipal Code demonstrates the need for periodic review, evaluation and amendment; and
15 16 17	WHEREAS, the City of Salisbury adopts the State Fire Prevention Code with local amendments; and
18 19 20	WHEREAS, the City of Salisbury wishes to prohibit open burning other than cooking and recreational fires compliant with the provisions of the State Fire Prevention Code; and
21 22 23	WHEREAS, the City of Salisbury desires to establish and list the specific permits required from the Fire Marshal's Office; and
242526	WHEREAS, the City of Salisbury desires to collect all third party inspection reports through a vendor system data collection company.
27 28 29	NOW, THERFORE, be it enacted and ordained by the City of Salisbury, that Chapter 8.11 of the City of Salisbury Municipal Code is hereby amended as follows:
30 31 32	Chapter 8.11 - THE FIRE PREVENTION CODE 8.11.010 - Adoption of the Fire Prevention Code.
33 34 35 36 37	The city of Salisbury adopts the State Fire Prevention Code as promulgated in the Annotated Code of Maryland, Public Safety Article, Section 6-206 and the related COMAR provisions: COMAR 29.06.01 Fire Prevention Code
38 39	8.11.020 - Amendments to the State Fire Prevention Code.
40 41 42 43	A. The National Fire Protection Association Life Safety Code 101 as referenced, amended, and promulgated by the State Fire Prevention Commission is adopted by the City with the following local amendments.
44	1. Fire prevention fees shall be established by resolution of the City Council.

- B. The National Fire Protections Association Fire Code 1 as referenced, amended, and promulgated by the State Fire Prevention Commission is adopted by the City with the following local amendments:
 - 1. The board of appeals shall be the building board of adjustments and appeals.
 - 2. Any person who fails to comply with the provisions of the Code or who fails to carry out an order made pursuant to this Code or violates any condition attached to a permit, approval, or certificate may be subject to a municipal infraction not to exceed five hundred dollars (\$500.00) each day the violation continues.
 - 3. Failure to comply with the time limits of an abatement notice or other corrective notice issued by the authority having jurisdiction may result in municipal infractions not to exceed five hundred dollars (\$500.00) each day the violations/s continue and the jurisdiction shall have authority as provided by law to evacuate, vacate and order such building or structure to be closed to the public.
 - 4. Include Annex E: Fire Fighter Safety Building Marking System, with local amendments.
 - a. Local amendments to Annex F are:

- i. Add E. 1.3.6.1. The following letters shall be used to indicate special hazards assigned to the center of the Maltese cross:
 - A) "F" Floor hazard
 - B) "R" Roof hazard
 - C) "W" Wall hazard
 - D) "H" Holes in structure
 - E) "S" Stairs compromised
 - F) "M" Maze like, confusing layout
- ii. Add E. 1.3.6.2. Where the AHJ determines the conditions to be severe enough to limit all operational activity to a defensive mode only, a red "X" shall be placed through the center section of the Maltese cross.
- 5. Replace Subsection '10.10.1 Permits.' with 10.10.1 Open Burning Prohibited. Open burning, other than cooking and recreational fires compliant with the provisions of this Code, is prohibited.
- 6. *Permits from the Fire Marshal are required for the following:*
 - a. Installation/Modification of fire alarm and detection systems;
 - b. *Installation/Modification of sprinkler or water spray systems*;
 - *c. Installation/Modification of standpipe systems;*
 - *d. Installation/Modification fire pumps;*
- e. Installation/Modification of water storage tanks for fire protection;

92		f. Installation/Modification of gaseous and chemical extinguishing systems;
93		g. Installation/Modification of foam systems;
94		h. Installation/Modification of smoke control systems;
95		i. Installation/Modification of flammable and combustible liquid storage tanks;
96		j. Installation/modification of emergency generators for fire protection systems.
97		
98	C.	The International Building Code is incorporated by reference, and is adopted with state and
99		local amendments.
100		

101 8.11.030 - Authority having jurisdiction.

The Chief of the Fire Department (CoF) shall serve as the Authority Having Jurisdiction over the Fire Prevention Code.

8.11.040 - Inspections.

A. To the full extent permitted by law, the Fire Department and the Housing and Community Development Department shall have the authority to enter and examine, at all reasonable times, any building, structure, marine vessel, vehicle or premises for the purpose of making fire safety inspections.

Exception: One and two family dwelling units.

B. Personnel responsible for administering and enforcing this code shall be trained to a minimum level of Fire Inspector I in accordance with the National Fire Protection Code.

C. Personnel will periodically inspect all buildings and structures as herein set forth in this code on a schedule derived from life safety and fire risk assessment.

8.11.050 - Setbacks.

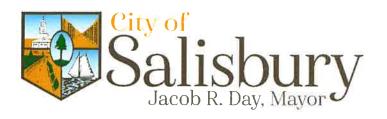
Outside above-ground unprotected flammable liquid storage tanks shall be separated from lot lines and public ways by a minimum of seventy-five (75) feet.

8.11.060 **Enforcement and assistance.** Third-Party Inspections

When conducting plan review and pre-occupancy inspections, the County Department of Planning, Zoning and Community Development—Fire Protection Division shall have authority to enforce this code when requested to do so by and in coordination with the Director of the Department of Infrastructure and Development.

When conducting post-occupancy inspections, the County Department of Planning, Zoning and Community Development — Fire Protection Division shall have authority to enforce this code in coordination with the Director of the Department of Housing and Community Development.

<u>A report of all third party inspecti</u>	ions required by this code shall be submitted to the Fire		
Marshal's office for review. A third-party or vendor system data collection agency/company may			
be utilized for the collection of completed third-party inspection reports and associated			
collection filing fees.			
Explanation:			
* ITALICIZED AND UNDERLIN	NED PRINT INDICATES MATERIAL ADDED TO		
EXISTING LAW.			
Bold and strikethrough language indicates material deleted from the existing.			
AND BE IT FURTHER ORDAINED AND ENACTED BY THE CITY OF			
SALISBURY, MARYLAND, THAT this	s ordinance shall take effect immediately upon adoption.		
	ced and read at a meeting of the Council of the City of		
Salisbury held on this day of 2018, and thereafter, a statement of			
	een published as required by law, was finally passed by		
the Council on the day of	, 2018.		
ATTEST:			
Kimberly R. Nichols	John R. Heath		
CITY CLERK	PRESIDENT, City Council		
	2010		
APPROVED BY ME THIS day	of, 2018		
Jacob R. Day, Mayor			



MEMORANDUM

To:

Andy Kitzrow, Deputy City Administrator

From:

John W. Tull, Fire Chief

Subject:

FY19 Fire Department Pay Plan Revision

Date:

November 14, 2018

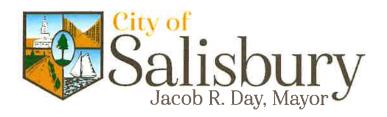
During the FY19 budget process, a Career Development Program was designed to provide information and guidance to employees for personal growth and career development opportunities. The objectives of a Career Development Program are:

- To recognize that each person's contributions have value and are key to the success of the Department and City.
- To prepare and plan for the challenges and changes of the future by ensuring employees are knowledgeable and competent; thereby, increasing the Department's ability to maintain a high level of operational excellence.
- To provide career development guidance and skills enhancement opportunities in an effort to allow every employee the opportunity to realize professional fulfillment through personal and professional growth.
- To ensure a commitment by both the employee and the Department to the development of each employee's knowledge, skills, and abilities.

With this in mind, the Fire Department would like to make revisions to the current adopted pay plan. The proposed revisions are in title only and cause no additional monetary impact to the Adopted FY19 Fire Department's budget.

Below is the approved pay plan with the requested position changes identified:

Current Title	Grade	Min Step 1	Mid Step 13	Max Step 30
Probationary FF/EMT	1	37,500	N/A	N/A
Probationary FF/PM	1 P	42,900	N/A	N/A
FF/EMT 1	2	39,375	49,937	69,924
FF/PM 1	2P	45,045	57,128	79,993
Senior FF/EMT Driver Operator/EMT	3	40,556	51,435	72,022
Senior FF/PM Driver Operator/PM	3P	46,396	58,842	82,393
Engineer Sergeant/EMT	4	<u>42,584</u>	<i>54,007</i>	<i>75,623</i>
<u>Sergeant/PM</u>	<u>4P</u> 5	48,716	61,784	86,512
Lieutenant	5	51,639	65,491	91,703
Captain	6	54,841	69,551	97,389
Assistant Chief	7	58,131	73,724	103,232
Deputy Chief	8	61,619	78,148	109,426
Fire Chief	9	65,316	82,837	115,991



MEMORANDUM

* ITALICIZED AND UNDERLINED PRINT INDICATES MATERIAL ADDED TO EXISTING PAY PLAN.

Bold and strikethrough language indicates material deleted from the existing.

If you should have any changes or concerns, please do not hesitate to contact me.

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AN ORDINANCE OF THE CITY OF SALISBURY APPROVING AN AMENDMENT OF THE FY2019 GENERAL FUND BUDGET TO ADJUST THE SALISBURY FIRE DEPARTMENT'S PAY PLAN FOR THE PURPOSE OF RECRUITING AND RETAINING EXPERIENCED OFFICERS AND TO BE COMPETITIVE WITH AREA AGENCIES.

WHEREAS, the Salisbury Fire Department has the need to provide firefighting personnel with personal growth and career development; and

WHEREAS, a career development program provides trained and experienced firefighting personnel with skill enhancement opportunities; and

WHEREAS, this Department desires to provide every employee with the opportunity to realize professional fulfillment through personal and professional growth; and

WHEREAS, the Salisbury Fire Department needs to offer a competitive salary pay scale and career advancement program to retain experienced firefighting professionals who are committed to increasing the Department's ability to maintain a high level of operational readiness; and

WHEREAS, an adjustment of the Fire Department's salary pay scales would result in better recruitment and better retention of experienced firefighting professionals.

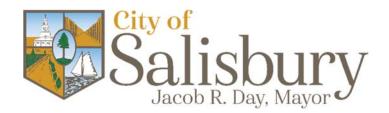
NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF SALISBURY, MARYLAND, that the City's Fiscal Year 2019 Adopted Fire Department's Pay Scale be and hereby is amended as follows:

Current Title	Grade	Min Step 1	Mid Step 13	Max Step 30
Probationary FF/EMT	1	37,500	N/A	N/A
Probationary FF/PM	1P	42,900	N/A	N/A
FF/EMT 1	2	39,375	49,937	69,924
FF/PM 1	2P	45,045	57,128	79,993
Senior FF/EMT Driver Operator/EMT	3	40,556	51,435	72,022
Senior FF/PM Driver Operator/PM	3P	46,396	58,842	82,393
Engineer Sergeant/EMT	4	<u>42,584</u>	<i>54,007</i>	<u>75,623</u>
Sergeant/PM	<u>4P</u>	48,716	61,784	86,512
Lieutenant	<u>4P</u> 5	51,639	65,491	91,703
Captain	6	54,841	69,551	97,389
Assistant Chief	7	58,131	73,724	103,232
Deputy Chief	8	61,619	78,148	109,426
Fire Chief	9	65,316	82,837	115,991

* ITALICIZED AND UNDERLINED PRINT INDICATES MATERIAL ADDED TO EXISTING PAY PLAN.

Bold and strikethrough language indicates material deleted from the existing.

		ED AND ENACTED BY THE CITY OF 's Fire Department's Pay Plan be amended, and	
this ordinance shall take effect immediately upon adoption.			
THE ODDINANCE		. 1 1 . 4	
THIS ORDINANCE was introduced and read at meetings of the Council of the City of Salisbury held on the day of, 2018 and, thereafter, a statement of the			
substance of the Ordinance having been published as required by law, was finally passed by the			
Council on the da			
ATTEST:			
Kimberly R. Nichols, City Clerk		John R. Heath, President	
Kimberry R. Prienois, City Clerk	`	Salisbury City Council	
APPROVED BY ME THIS:			
1 0	2010		
day of	, 2018		
Jacob R. Day, Mayor			



To: City Council

From: Kim Nichols, City Clerk

Subject: 2019 Council Meeting Dates

Date: 12/12/18

Attached for your consideration and consensus are the 2019 Proposed Meeting Dates for Council Meetings and Work Sessions.



SALISBURY CITY COUNCIL PROPOSED MEETING DATES 2019

REGULAR MEETINGS – 6:00 P.M. – Council Chambers

January 14 July 8 July 22 January 28 February 11 August 12 February 25 August 26 March 11 September 9 March 25 September 23 April 8 October 14 April 22 October 28

May 13 November 12 (Tuesday) Re-Org Mtg

May 28 (Tuesday)

June 10

December 9

June 24 (Cancelled – MML)

December 23

WORK SESSIONS - 4:30 P.M. - Council Chambers unless otherwise indicated

January 7 July 1
January 22 (Tuesday) July 15
February 4 August 5
February 19 (Tuesday) August 19

March 4 September 3 (Tuesday) Rm. 306 March 18 September 16

March 18 September
April 1 October 7
April 15 October 21

May 6 November 4 (Election eve- Cancel?)

May 20 November 18 June 3 December 2 June 17 December 16