

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

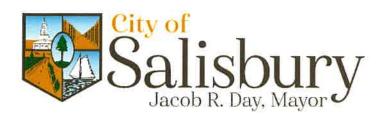
5:30 p.m. Approving 2019 Council Meeting Dates – City Clerk Kim Nichols

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		AN ORDINANCE OF THE CITY OF SALISBURY TO AMMEND CHAPTER 8.11 –
4	TH	E FIRE PREVENTION CODE, SECTIONS.020 AND .060 OF THE CITY OF SALISBURY
5		NICIPAL CODE BY UPDATING THE REFERENCE TO THE STATE FIRE
6		EVENTION CODE AND ADDING NEW
7		
8		WHEREAS, the ongoing application, administration and enforcement of the City of
9	Sali	sbury Municipal Code demonstrates the need for periodic review, evaluation and
10	ame	endment; and
11		
12		WHEREAS, the City of Salisbury adopts the State Fire Prevention Code with local
13	ame	endments; and
14		
15		WHEREAS, the City of Salisbury will prohibit open burning other than cooking and
16	reci	reational fires compliant with the provisions of the State Fire Prevention Code; and
17		
18		WHEREAS, the City of Salisbury desires to establish and list the specific permits
19	requ	uired from the Fire Marshal's Office; and
20 21		WHEREAS, the City of Salisbury desires to collect all third party inspection reports
22	thro	bugh a vendor system data collection company; and
23	unc	rugii a vendoi system data concetion company, and
24		NOW, THERFORE, be it enacted and ordained by the City of Salisbury, that Chapter
25	8.1	I of the City of Salisbury Municipal Code be amended as follows:
26	0.1	of the City of Suitscary (Mannespar Code of amenada as follows)
27	Cha	apter 8.11 - THE FIRE PREVENTION CODE
28		1
29	8.1	1.010 - Adoption of the Fire Prevention Code.
30		•
31		The city of Salisbury adopts the State Fire Prevention Code as promulgated in the Annotated
32	Coc	le of Maryland, Public Safety Article, Section 6-206 and the related COMAR provisions:
33		COMAR 29.06.01 Fire Prevention Code
34		
35	8.1	1.020 - Amendments to the State Fire Prevention Code.
36		
37	A.	The National Fire Protection Association Life Safety Code 101 as referenced, amended, and
38		promulgated by the State Fire Prevention Commission is adopted by the City with the
39		following local amendments.
40		1. Fire prevention fees shall be established by resolution of the City Council.
41 42		1. Fire prevention fees shall be established by resolution of the City Council.
43	В.	The National Fire Protections Association Fire Code 1 as referenced, amended, and
44	D .	promulgated by the State Fire Prevention Commission is adopted by the City with the

following local amendments:

- 47 The board of appeals shall be the building board of adjustments and appeals. 48 49 Any person who fails to comply with the provisions of the Code or who fails to carry 2. 50 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 51 52 hundred dollars (\$500.00) each day the violation continues. 53 54 Failure to comply with the time limits of an abatement notice or other corrective notice 55 issued by the authority having jurisdiction may result in municipal infractions not to 56 exceed five hundred dollars (\$500.00) each day the violations/s continue and the 57 jurisdiction shall have authority as provided by law to evacuate, vacate and order such 58 building or structure to be closed to the public. 59 60 4. Include Annex E: Fire Fighter Safety Building Marking System, with local amendments. 61 62 63 Local amendments to Annex F are: a. 64 65 i. Add E. 1.3.6.1. The following letters shall be used to indicate special hazards 66 assigned to the center of the Maltese cross: 67 68 "F" — Floor hazard A) 69 B) "R" — Roof hazard "W" — Wall hazard 70 C) 71 "H" — Holes in structure D) 72 "S" — Stairs compromised E) 73 "M" — Maze like, confusing layout F) 74 75 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 76 77 through the center section of the Maltese cross. 78 79 5. Replace Subsection '10.10.1 Permits.' with 10.10.1 Open Burning Prohibited. Open 80 burning, other than cooking and recreational fires compliant with the provisions of this 81 Code, is prohibited. 82 83 6. *Permits from the Fire Marshal are required for the following:* 84 *Installation/Modification of fire alarm and detection systems;* 85 b. *Installation/Modification of sprinkler or water spray systems; Installation/Modification of standpipe systems;* 86 87 *Installation/Modification fire pumps;* d. *Installation/Modification of water storage tanks for fire protection;* 88 89 *Installation/Modification of gaseous and chemical extinguishing systems;*
 - h. Installation/Modification of smoke control systems;
 i. Installation/Modification of flammable and combustible liquid storage tanks;

Installation/Modification of foam systems;

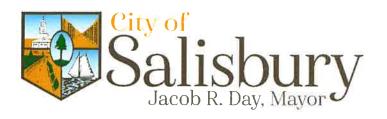
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93	j. Installation/modification of emergency generators for fire protection systems.
94	
95	C. The International Building Code is incorporated by reference, and is adopted with state and
96	local amendments.
97	
98	8.11.030 - Authority having jurisdiction.
99	0.5.5.00 0 5.5.1.5.1.5.1.5.1.5.1.5.1.5.1.5.1.5.1.5
100	The Chief of the Fire Department (CoF) shall serve as the Authority Having Jurisdiction
101	over the Fire Prevention Code.
101	over the rice revention code.
	9.11.040 Inspections
103	8.11.040 - Inspections.
104	
105	A. To the full extent permitted by law, the Fire Department and the Housing and Community
106	Development Department shall have the authority to enter and examine, at all reasonable
107	times, any building, structure, marine vessel, vehicle or premises for the purpose of making
108	fire safety inspections.
109	
110	Exception: One and two family dwelling units.
111	
112	B. Personnel responsible for administering and enforcing this code shall be trained to a
113	minimum level of Fire Inspector I in accordance with the National Fire Protection Code.
114	•
115	C. Personnel will periodically inspect all buildings and structures as herein set forth in this code
116	on a schedule derived from life safety and fire risk assessment.
117	
118	8.11.050 - Setbacks.
119	
120	Outside above-ground unprotected flammable liquid storage tanks shall be separated from
121	lot lines and public ways by a minimum of seventy-five (75) feet.
122	for fines and public ways by a minimum of sevency-five (73) feet.
123	9.11.060 Enforcement and assistance Third Darty Iron estima
	8.11.060 Enforcement and assistance. Third-Party Inspections
124	
125	When conducting plan review and pre-occupancy inspections, the County Department
126	of Planning, Zoning and Community Development — Fire Protection Division shall have
127	authority to enforce this code when requested to do so by and in coordination with the
128	Director of the Department of Infrastructure and Development.
129	
130	When conducting post-occupancy inspections, the County Department of Planning,
131	Zoning and Community Development — Fire Protection Division shall have authority to
132	enforce this code in coordination with the Director of the Department of Housing and
133	Community Development.
134	· · · · · · · · · · · · · · · · · ·
135	A report of all third party inspections required by this code shall be submitted to the Fire
136	Marshal's office for review. A third-party or vendor system data collection agency/company may
137	be required to be utilized for the collection of completed third-party inspection reports with any
138	associated collection filing fees.
130	associated confection jung jees.

39				
40				
41	Explanation:			
42				
43	* ITALICIZED AND UNDERLINED	PRINT INDICATES MATERIAL ADDED TO		
44	EXISTING LAW.			
45	Bold and strikethrough language indica	ites material deleted from the existing.		
46				
47				
48		NED AND ENACTED BY THE CITY OF		
49	SALISBURY, MARYLAND, THAT this ordin	nance shall take effect immediately upon adoption.		
50				
51		nd read at a meeting of the Council of the City of		
52	Salisbury held on this day of 2018, and thereafter, a statement of			
53		ublished as required by law, was finally passed by		
54	the Council on the day of	, 2018.		
55				
56	ATTEST:			
57				
58	Tr' 1 1 D Nr' 1 1	1.1 D.H. d		
59	Kimberly R. Nichols	John R. Heath		
50	CITY CLERK	PRESIDENT, City Council		
51				
62	ADDROVED DV ME THIS 1 C	2010		
53	APPROVED BY ME THIS day of _	, 2018		
54				
65 66	Jacob D. Day, Mayor			
66	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

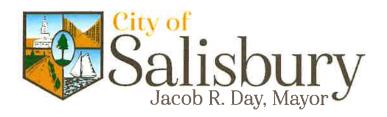
During the FY19 budget process, a Career Development Program was designed to provide information and guidance to employees for personal growth and career development opportunities. The objectives of a Career Development Program are:

- 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.

(I I

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.

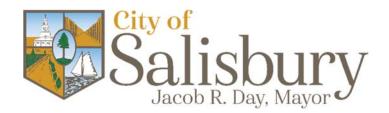
NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF SALISBURY, MARYLAND, that the City's Fiscal Year 2019 Adopted Fire Department's Pay Scale be and hereby is amended as follows:

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
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* 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	
		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	
Killioetty IX. IXIeliois, 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