



**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).*



City of  
**Salisbury**  
Jacob R. Day, Mayor

## 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.



- 47 1. The board of appeals shall be the building board of adjustments and appeals.  
48
- 49 2. Any person who fails to comply with the provisions of the Code or who fails to carry  
50 out an order made pursuant to this Code or violates any condition attached to a permit,  
51 approval, or certificate may be subject to a municipal infraction not to exceed five  
52 hundred dollars (\$500.00) each day the violation continues.  
53
- 54 3. 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  
61 amendments.  
62
- 63 a. Local amendments to Annex F are:  
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 A) "F" — Floor hazard  
69 B) "R" — Roof hazard  
70 C) "W" — Wall hazard  
71 D) "H" — Holes in structure  
72 E) "S" — Stairs compromised  
73 F) "M" — Maze like, confusing layout  
74
- 75 ii. Add E. 1.3.6.2. Where the AHJ determines the conditions to be severe enough to  
76 limit all operational activity to a defensive mode only, a red "X" shall be placed  
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 a. Installation/Modification of fire alarm and detection systems;  
85 b. Installation/Modification of sprinkler or water spray systems;  
86 c. Installation/Modification of standpipe systems;  
87 d. Installation/Modification fire pumps;  
88 e. Installation/Modification of water storage tanks for fire protection;  
89 f. Installation/Modification of gaseous and chemical extinguishing systems;  
90 g. Installation/Modification of foam systems;  
91 h. Installation/Modification of smoke control systems;  
92 i. Installation/Modification of flammable and combustible liquid storage tanks;

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

102  
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  
123 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.

139  
140  
141  
142  
143  
144  
145  
146  
147  
148  
149  
150  
151  
152  
153  
154  
155  
156  
157  
158  
159  
160  
161  
162  
163  
164  
165  
166

Explanation:

\* ITALICIZED AND UNDERLINED 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 ordinance shall take effect immediately upon adoption.

THIS ORDINANCE was introduced and read at a meeting of the Council of the City of Salisbury held on this \_\_\_\_ 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 \_\_\_\_ day of \_\_\_\_\_, 2018.

ATTEST:

_____	_____
Kimberly R. Nichols	John R. Heath
CITY CLERK	PRESIDENT, City Council

APPROVED BY ME THIS \_\_\_\_ day of \_\_\_\_\_, 2018

\_\_\_\_\_  
Jacob R. Day, Mayor



**To:** Andy Kitzrow, Deputy City Administrator  
**From:** John W. Tull, Fire Chief *(JW)*  
**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	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
<del>Senior FF/EMT</del> <i>Driver Operator/EMT</i>	3	40,556	51,435	72,022
<del>Senior FF/PM</del> <i>Driver Operator/PM</i>	3P	46,396	58,842	82,393
<del>Engineer</del> <i>Sergeant/EMT</i>	4	<u>42,584</u>	<u>54,007</u>	<u>75,623</u>
<i>Sergeant/PM</i>	<u>4P</u>	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



City of  
**Salisbury**  
Jacob R. Day, Mayor

## 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.



ORDINANCE No. \_\_\_\_\_

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
<del>Senior FF/EMT</del> <i>Driver Operator/EMT</i>	3	40,556	51,435	72,022
<del>Senior FF/PM</del> <i>Driver Operator/PM</i>	3P	46,396	58,842	82,393
<del>Engineer</del> <i>Sergeant/EMT</i>	4	<u>42,584</u>	<u>54,007</u>	<u>75,623</u>
<i>Sergeant/PM</i>	<u>4P</u>	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

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

Bold and strikethrough language indicates material deleted from the existing.

33 AND BE IT FURTHER ORDAINED AND ENACTED BY THE CITY OF  
34 SALISBURY, MARYLAND, THAT the City's Fire Department's Pay Plan be amended, and  
35 this ordinance shall take effect immediately upon adoption.  
36

37 THIS ORDINANCE was introduced and read at meetings of the Council of the City of  
38 Salisbury held on the \_\_\_\_ day of \_\_\_\_\_, 2018 and, thereafter, a statement of the  
39 substance of the Ordinance having been published as required by law, was finally passed by the  
40 Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2018.  
41

42  
43 ATTEST:  
44

45 \_\_\_\_\_  
46 Kimberly R. Nichols, City Clerk

\_\_\_\_\_  
John R. Heath, President  
Salisbury City Council

47  
48  
49 APPROVED BY ME THIS:

50  
51 \_\_\_\_\_ day of \_\_\_\_\_, 2018  
52  
53

54  
55 \_\_\_\_\_  
56 Jacob R. Day, Mayor



City of  
**Salisbury**  
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
January 28	July 22
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)	November 25
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
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