



MEMORANDUM

To: Julia Glanz, Acting Mayor
From: Julie English, Administrative Assistant
Subject: Reappointment to the Building Board of Adjustments and Appeals
Date: July 15, 2020

The following person has applied for reappointment to the Building Board of Adjustments and Appeals for the term ending as indicated:

<u>Name</u>	<u>Term Ending</u>
Edward Torbert	June 2025

Attached you will find information from Andrew Bradley and the resolution necessary for his reappointment. If you approve of this reappointment, I will forward this information to the City Council so it may be placed on their agenda at the next Council meeting. Please let me know if you have any questions.

Attachment

Edward L. Torbert

P.O. Box 4701 Salisbury Maryland 21803

June 12, 2020

Julia Glanz, Acting Mayor
City of Salisbury, Maryland
125 North Division Street
Salisbury, Maryland 21801

Re: reappointment to the Building Board of Adjustments and Appeals

Dear Acting Mayor Glanz,

This letter is to advise that my term as a member of this board is about to expire at the end of the month. It also serves to advise my desire to continue my long experience in public service to the City by submitting this letter to you in hopes to be reappointed to the Board for another term. I have provided honest, committed and objective service to our community in a variety of ways since 1974 and would like to continue to bring my experience in the building and planning arena as well as other experiences.

I hope to continue my service to the City.

If you have any questions, please do not hesitate to contact me.

Also, wishing you well in your new role as acting mayor during Jake's deployment.

Sincerely,

A handwritten signature in black ink that reads "Edward L. Torbert". The signature is written in a cursive style with a long, sweeping underline.

Edward L. Torbert
410.430.4963

Edward L. Torbert

- Citizenship** A natural born United States citizen.
- Objective** To continue my public service as a member of the Salisbury, MD Building Board of Adjustments and Appeals.
- Certifications** **Certified Fire Protection Specialist** – certificate No. 1081 (NFPA)
Fire Inspector II - Maryland Pro Board
Fire Instructor III - Maryland Pro Board
- Experience**
- January 2015 – Current Bldg Brd of Adjust & Appeals Salisbury, MD
- Member**
- Member of the Salisbury, MD Building Board of Adjustments and Appeals. Providing guidance and rulings on appeals to the orders of the Chief Building Inspector and his department.
- June 2011 – June 2016 Torbert Consulting,L.L.C. Salisbury, MD
- Owner/Proprietor**
- Providing fire protection consulting services to architects, engineers, contractors and the general public, including code research, design review and on-site inspections.
- 2005 – June 2011 (Retirement) Wicomico County, MD Salisbury, MD
- Chief Fire Protection Specialist (Fire Marshal)**
- Supervises the Wicomico County Fire Protection Division, an office of five individuals including two full time fire safety inspectors, one part time fire safety inspector and one part time office clerical position.
 - Instituted a computer based field fire inspection and record management system.
- 1995 – 2005 Wicomico County, MD Salisbury, MD
- Fire Protection Specialist (Fire Marshal)**
- Reviewed plans for life safety and fire code compliance.
 - Consulted with developers, architects and contractors about fire code compliance and alternatives to perceived conflicts.
 - Conducted detailed inspections in all kinds of buildings, new and existing.
 - Supervised one fire safety inspector position.
- 1989 – 1995 Wicomico County, MD Salisbury, MD
- Fire Marshal**
- The administrative head of the department including budgetary and personnel responsibilities.
 - Supervised two Fire Investigator/Inspectors and one office clerical.

- Responsible for Fire/Arson investigations including criminal arson from the fire scene through the courtroom prosecution.
- Responsible for the full range of fire code enforcement activities including plan review and inspection.
- Office was closed in county government downsizing effort; staff was transferred to the Wicomico County Department of Public Works.

1986 – 1989 Wicomico County, MD Salisbury, MD

Assistant Fire Marshal

- Conducted fire/arson investigations and fire safety inspections.
- Introduced the practice of plans review as part of our office routine.
- Expanded outreach to children and elderly for fire safety education.

1974 – 1986 Wicomico County, MD Salisbury, MD

Fire Safety Inspector

- Conducted general fire safety inspections for new and existing buildings.
- Provided assistance in non-arson fire investigations.
- Initiated public school fire education programs for 2nd and 5th grades

2003, 2006, 2009 State of Maryland

Member - Maryland State Fire Code Update Committee

- Provided recommendations to the Maryland State Fire Prevention Commission for updates to the State Fire Code. Also served on the original Fee Committee for the Maryland State Fire Marshal in 1991 and the Update Committee in 2004.

1996 – 2015 WorWic Community College Salisbury, MD

Computer Instructor

- Part time instructor in Community and Continuing Education department
- Conducts classes in various computer subjects including Windows operating systems, the internet and beginner classes for non-computer people.

Education

1970–1974 Salisbury State University Salisbury, MD

- Graduated - Class of 1974
- B.A., History, minors in Political Science and Social Sciences.
- Student newspaper advertising sales manager.

Training

This is a partial listing of numerous training classes and courses

National Fire Academy Training

- January 1987 - Fire/Arson Investigation
- June 1991 - Management of Fire Prevention Programs
- August 1995 - Code Management: A Systems Approach
- July 1997 - Plans Review For Inspectors
- June 2000 - Principles of Fire Protection: Structures and Systems
- November 2007 – Evaluating Performance Based Designs

- November 2010 - Fire Dynamics/Fire Modeling

Other Training

- NFPA Life Safety Code Course – numerous courses since 1976
- Numerous fire inspection courses at Maryland Fire & Rescue Institute
- 1992 - NFPA Sprinkler Course
- 1993 - Practical Fire Alarm Course; National Burglar & Fire Alarm Assn.
- 1994 - Fire Sprinkler Course; National Fire Sprinkler Association
- 1996 - Fire Protection Systems Seminar; BOCA International
- Numerous other fire and arson investigation courses
- Presented numerous appeal cases before the Maryland State Fire Prevention Commission. All cases presented confirmed my rulings..

Professional Memberships

Current and previous professional memberships:

- National Fire Protection Association (NFPA)
- International Fire Marshal's Association (IFMA)
- Delaware Valley Chapter of IFMA. (Charter Member)
- Maryland Fire Marshal's Subcommittee (Chair 2010, 2011)

Interests

- Photography, nature and landscape
- Master Certified Barbeque Judge - Kansas City Barbeque Society
- Freemasonry, Master of Centennial Lodge 221 in 2002, 2008, 2009
- Grand Inspector for the Grand Lodge of Maryland 2003 - 2009
- Motorcycle touring
- Snow Skiing - Board of Advisors, web page coordinator, ski bus trip coordinator for the Salisbury Ski Club
- Relic Hunting – Shore Seekers Metal Detecting and Recovery Club
- Martial Arts – First degree black belt - Isshinryu Karate
- Current member of Crime Solvers of the Lower Shore Bd of Directors

Personal References

Theodore E. Shea
P.O. Box 921
Salisbury, MD 21803
410-742-5890 Home

Nola M. Arnold
30572 Paddington Court
Salisbury, MD 21804
410-548-1179 Home

The following is a description of my final position with Wicomico County, Maryland formulated after review by an independent compensation consultant hired by the County to update its position descriptions and salary classifications.

“Acting alone, under occasional direction from the Director of Public Works, this position plans, organizes, directs and performs highly specialized technical fire protection and administrative activities in the application of the Wicomico County Fire Prevention Code, Maryland State Fire Prevention Code and/or fire code of a local municipality; advises other local governments and associated agencies in the application of fire protection principals and standards relating to issues in their jurisdictions; responds to general fire safety inquiries from the public and provides public education information at various times of the year to the public, special groups and the local media; accepts and responds to complaints relating to fire safety concerns. This position develops, implements and enforces laws, regulations, policies and procedures relating to the enforcement of the applicable fire code and associated fire safety standards. Must have a working knowledge of modern fire protection principles and practices; methods of conducting fire prevention inspections; construction and operation of fire protection appliances used in buildings, reading and interpreting plans and specifications for panic and fire safety laws and regulations; provisions of nationally recognized fire protection standards; fundamentals of engineering as applied to fire protection work; principles of combustion and causes of fires; modern methods and equipment for fire prevention and control; general building construction; hydrostatic testing process and fire data information management. Must possess the ability to communicate effectively; gain the confidence and support of top management and advise them on fire protection matters; perceive the alternatives available in the solution of fire protection management problems and select logical and realistic courses of actions; develop cooperative working relationships with managers, employees, representatives at all levels of other governmental jurisdictions, industry and the general public contacted in the work; prepare well written and documented procedures, reports and correspondence.”

If there are any questions regarding this position, please do not hesitate to contact me.

RESOLUTION NO. 3044

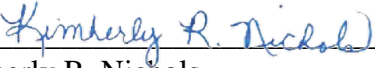
BE IT RESOLVED, by the City of Salisbury, Maryland that the following individual is reappointed to the Building Board of Adjustments and Appeals, for the term ending as indicated.

Name
Edward Torbert

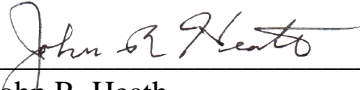
Term Ending
June 2025

THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the Council of the City of Salisbury, Maryland held on July 13, 2020.

ATTEST:




Kimberly R. Nichols
CITY CLERK



John R. Heath
PRESIDENT, City Council

APPROVED BY ME THIS

22 day of July, 2020



Julia Glanz, City Administrator for
and with the authority of Jacob R.
Day, Mayor