



CITY OF SALISBURY

115 S. Division Street, Salisbury, MD, 21801

WORK SESSION

Government Office Building

125 N. Division Street, Room 301, Salisbury, MD, 21801

Monday, February 24, 2025, 6:00 p.m.

D'SHAWN M. DOUGHTY
Council President

ANGELA M. BLAKE
Council Vice President

APRIL R. JACKSON
Councilwoman

MICHELE R. GREGORY
Councilwoman

SHARON C. DASHIELL
Councilwoman

CALL TO ORDER

WELCOME/ANNOUNCEMENTS/PLEDGE

INVOCATION – Rev. Dr. Larry Dunlap, Cross Pointe Church of the Nazarene

Ordinance to accept funds received from the Chesapeake Bay Trust in the amount of \$148,267, as awarded to Plant 834 trees in the City of Salisbury – Associate Planner Zack White and Infrastructure & Development Director Nick Voitiuc

Budget amendment of the FY2025 General Fund Budget to appropriate funds to the Salisbury Fire Department's Operating Budget – Deputy Chief Chris O'Barsky

Budget amendment authorizing the Mayor to enter into a contract with the Maryland Department of Health for the purpose of accepting grant funds in the amount of \$29,625, and to approve a budget amendment to the grant fund to appropriate these funds for the Salisbury Fire Department – Assistant Chief Chris Truitt

Budget amendment of the FY2025 General Fund Budget to appropriate funds to the Salisbury Fire Department's Operating Budget – Fire Chief Rob Frampton

Ordinance amending Chapter 2.16.020 (H) and (G) of the Salisbury City Code to grant the fire chief the authority to designate who of the career deputies shall be the second and third in command in the department and who shall assume the duties and responsibilities of the fire chief in the event the fire chief is unable to fulfill his or her duties and responsibilities due to illness, incapacity, or absence – Fire Chief Rob Frampton

PUBLIC COMMENT (AGENDA ITEMS ONLY)

ADJOURNMENT / CONVENE IN LEGISLATIVE SESSION

<p>City Council Meetings are conducted in Open Session unless otherwise indicated. All or part of the Council's meetings can be held in Closed Session under the authority of the Maryland Open Meetings Law, Annotated Code of Maryland General Provisions Article § 3-305(b) by vote of the City Council.</p>



City of Salisbury

To: Andy Kitzrow, City Administrator
From: Zack White, Associate Environmental Planner
Date: 2/05/25
Re: Chesapeake Bay Trust Urban Trees Grant Award

In August of 2024, the City of Salisbury received approval of funding for the Chesapeake Bay Trust's Urban Trees Award Program proposal.

As part of the Award Agreement, The Trust has awarded \$148,267 to the City of Salisbury to support the City's FY 2025-2027 Terrascaping Action Plan (TAP). The money must be kept in a dedicated account.

Key requirements of the agreement include the planting of 834 native trees throughout the city, as well as specific record-keeping tasks. These tasks involve registering the planted trees with the Maryland Department of Environment's Five Million Trees Tracking Tool, maintaining detailed expense records, and submitting progress reports. The award will be disbursed in four phases, with each phase having its own deadlines for submitting the required items from previous phases.

The City has requested an extension to the original agreement so that stipulated timeframes align better with the City's ability to execute the project and the CBT has approved this extension request.

Attached is the original agreement.

If you or the Mayor have any questions regarding this agreement please contact me at zwhite@salisbury.md or 410-548-3170 (ext. 3034).

ORDINANCE NO. _____

WHEREAS, the Chesapeake Bay Trust (“CBT”) has an Urban Trees Award Program; and

WHEREAS, the CBT has awarded the City funds in the amount of \$148,267; and

WHEREAS, the City allocated \$111,598 for “supplies” (trees and compost), and \$36,669 for “site prep”; and

WHEREAS, § 7-29 of the Salisbury City Charter prohibits the City from entering into a contract that requires an expenditure not appropriated or authorized by the Council of the City of Salisbury; and

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND, as follows:

AND BE IT FURTHER ORDAINED BY THE CITY COUNCIL OF THE CITY OF SALISBURY, MARYLAND that

BE IT FURTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF SALISBURY, MARYLAND, as follows:

1 **Section 5.** The recitals set forth hereinabove are incorporated into this section of the Ordinance as
2 if such recitals were specifically set forth at length in this Section 5.

3 **Section 6.** This Ordinance shall take effect from and after the date of its final passage.

4 **THIS ORDINANCE** was introduced and read at a meeting of the Council of the City of
5 Salisbury held on this _____ of ____ 2025, and thereafter, a statement of the substance of the Ordinance
6 having been published as required by law, was finally passed by the Council on the _____ day of _
7 _____, 2025.

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9 ATTEST:

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12 _____
13 Julie A. English, City Clerk

D'Shawn M. Doughty, President
Salisbury City Council

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16 Approved by me this _____ day of _____, 2025
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19 _____
20 Randolph J. Taylor, Mayor



August 16, 2024
Mr. Andy Kitzrow
City Administrator
City of Salisbury
125 N Division St
Salisbury, MD 21801

Dear Mr. Kitzrow:

The Chesapeake Bay Trust (the Trust) thanks City of Salisbury for your proposal to the Urban Trees Award Program. I am pleased to report approval of \$148,267 to plant 834 trees in the City of Salisbury. Reviewers had recommended your award at \$160,000; however, your award was reduced by \$11,733 due to state budget cuts. The total number of trees you are expected to plant with this award was reduced based on the original cost per tree in your proposal. While the Trust cannot commit additional funding beyond the award amount noted, the Trust will seek to find additional funds to support your project and notify you if additional funds are obtained.

Your award will be distributed as detailed in the award agreement attached. The payment(s) are contingent on key elements that are required prior to the release of each payment as described in your award agreement. **Please carefully read your award agreement** and contact the Trust if you have questions.

The signed award agreement, and any other contingencies, and status and final reports must be submitted by logging into the Chesapeake Bay Trust Online System accessed through the link https://www.grantrequest.com/SID_1520 with the same username and password used when you applied. The Trust reserves the right to cancel the award and apply funds to other projects if the requirements of the award agreement are not met by the due dates.

If you should have any questions regarding our decision, please feel free to contact the Program Officer Lianna Gomori-Ruben at (410) 974-2941 ext. 112. For questions regarding payment status, please contact finance@cbtrust.org. The Chesapeake Bay Trust greatly appreciates the time you invested in the proposal development and looks forward to working with you in the future.

Sincerely,

A handwritten signature in black ink, appearing to read "Jana Davis".

Jana Davis, Ph.D.
President

Award #: 23949
Project Leader: Zachary White



108 Severn Avenue, Annapolis, MD 21403 ♦ (410) 974-2941 ♦ www.cbtrust.org



Award Agreement between the Chesapeake Bay Trust
And the City of Salisbury

August 16, 2024

This agreement is between the Chesapeake Bay Trust (the Trust) and the City of Salisbury (the “awardee”). The total amount of the award for award number 23949 is \$148,267. Delivery of this award is made through the Urban Trees Award Program and is subject to receipt by the Trust of a signed copy of this agreement which confirms that:

1. **Award Amount and Description:** The award is in the amount of \$148,267 to plant 834 trees in the City of Salisbury. By accepting this award, awardee agrees that said monies will be used to accomplish deliverables with budgeted items as proposed in your application received on 3/7/2024, modified through any contingencies below, and approved in this agreement.
2. **Period of Performance:** The period of performance for this award is from 7/1/2024 to 12/15/2026.
3. **Changes in Scope and Budget:** Up to 10% of total project funds may be shifted from one of the seven high level budget categories (e.g., supplies, travel, etc.) to another, as long as the shift does not substantively modify the project’s goals, objectives, milestones, or deliverables. Significant changes to project budget and/or scope must be approved by the Trust in advance of the change. Requests for approval of changes must be made by completing the Award Revision Request Requirement available in your online award portal. The following types of changes should trigger an Award Revision Request:
 - a. **Scope Changes:**
 - i. An alteration of the intent, goals, objectives, milestones, and/or deliverables of the project
 - ii. A change in the physical location of a project
 - iii. Changes in key personnel or key project partners
 - iv. Changes in project deliverables are proposed in your original application and modified through any contingencies in this award agreement
 - v. Changes in timeline in your original application or as any subsequently amended, including requests for no-cost extensions
 - b. **Budgetary Changes:**
 - i. Changes in budget that result in a greater than 10% shift in funds across high level budget categories (personnel, supplies, contractual, travel, field trip fees, other, and indirect costs)
 - ii. Addition of a line item to the budget that falls under one of the seven high level budget categories that had not yet appeared in your budget (e.g., adding personnel when none had been approved previously or adding contractual services to the budget)
 - iii. Budget changes that reflect an alteration of the intent of the project

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Executive Officer Initials

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Project Leader Initials

- iv. Budget changes that reflect a change in the environmental benefit or impact of a project
- 4. **Distribution of Funding:** Funding will be distributed in 4 phased payments as described below:
 - a. Phase 1 payment of \$44,480 is for fall 2024 planting activities. **This payment is contingent upon:**
 - i. Submission by 9/05/2024 to the Trust of the signed award agreement.
 - ii. Initiation and scheduling of a mandatory project ‘kick-off’ meeting within 60 days of the project start date with the Program Officer, and submission of a record of attendance to document that the meeting was held. At the project ‘kick-off’ meeting, reporting requirements and project deliverables will be discussed.
 - iii. Submission by 9/05/2024 to and approval by the Trust of an updated budget for the awarded amount of \$148,267.

Contact the Trust for assistance with these contingencies. Funds will not be released until these contingencies are met.

- b. Phase 2 payment of \$44,480 for spring 2025 planting activities **is contingent upon registration of the trees planted in the previous phase to the Maryland Department of Environment’s [Five Million Trees Tracking Tool](#)** (Trust staff will help support this effort; contact the Program Officer for assistance) **and submission by 2/15/2025 to and approval by the Trust of:**
 - i. Submission by 2/15/2025 to and approval by the Trust of letters of support from the communities where trees are to be planted.
 - ii. **Programmatic Report:** A status report using the Trust’s status report form accessed through http://www.GrantRequest.com/SID_1520. The status report shall include a detailed description of the project. If the project involves a construction piece, include information about permit status, construction bid process, and construction scheduling. If the project involves an outreach piece, include information on how audiences have been identified and reached to date.
 - iii. **Financial Report – Financial Management Spreadsheet’s (FMS’s) “Expenses” worksheet:** Information must be entered in the columns associated with the previous phase describing how the previous phase funds were spent. If more than 10% of the funding remains from the previous phase payment, a description of how those remaining funds will be used must be included in the status report.
 - iv. **Financial Documentation – Submission of invoices/receipts and an accounting of personnel costs:** Invoices/receipts and documentation of personnel expenses must be included in ONE PDF or other file. Each row entered into the FMS’s “Expenses” worksheet must include a corresponding invoice/receipt/piece of documentation. Each individual invoice/receipt/piece of documentation must be numbered with the

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corresponding backup document numbers (Column A) in the FMS's "Expenses" worksheet and submitted in numerical order. Copies of timesheets associated with any personnel time supported by the award must be included. Institutions of Higher Education may provide, in lieu of timesheets, time and effort reporting documentation that complies with 2 CFR 200.430.

- c. Phase 3 payment of \$44,480 for maintenance activities **is contingent upon registration of the trees planted in the previous phase to the Maryland Department of Environment's [Five Million Trees Tracking Tool](#)** (Trust staff will help support this effort; contact the Program Officer for assistance) **and submission by 6/1/2025 to and approval by the Trust of:**
- i. **Programmatic Report:** A status report using the Trust's status report form accessed through http://www.GrantRequest.com/SID_1520. The status report shall include a detailed description of the project. If the project involves a construction piece, include information about permit status, construction bid process, and construction scheduling. If the project involves an outreach piece, include information on how audiences have been identified and reached to date.
 - ii. **Financial Report – FMS "Expenses" worksheet:** Information must be entered in the columns associated with the previous phase describing how the previous funds were spent. If more than 10% of the funding remains from the previous phase payment, a description of how those remaining funds will be used must be included in the status report.
 - iii. **Financial Documentation – Submission of invoices/receipts and an accounting of personnel costs:** Invoices/receipts and documentation of personnel expenses must be included in ONE PDF or other file. Each row entered into the FMS's "Expenses" worksheet must include a corresponding invoice/receipt/piece of documentation. Each individual invoice/receipt/piece of documentation must be numbered with the corresponding backup document numbers (Column A) in the FMS's "Expenses" worksheet and submitted in numerical order. Copies of timesheets associated with any personnel time supported by the award must be included. Institutions of Higher Education may provide, in lieu of timesheets, time and effort reporting documentation that complies with 2 CFR 200.430. Any invoices/receipts/pieces of documentation already submitted in reporting on a previous phase, if applicable, need not be resubmitted.
- d. Final Payment of \$14,827 will be distributed upon **submission to and review by the Trust of your final report due on or before 12/15/2026** but no sooner than two years after the final planting to allow for two full years of maintenance. The final report shall include:
- i. **Programmatic Report:** A narrative report using the Trust's final report form accessed through http://www.GrantRequest.com/SID_1520. Included

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in the final report will be a deliverables section that should match the deliverables you proposed in your approved application, as modified by any contingencies or budget adjustments.

- ii. **Financial Report – FMS “Expenses” worksheet:** Information must be entered in the appropriate columns (see the “Expenses Instructions” worksheet) describing how the previous phase funds were spent plus the final 10% such that the full award amount, less any award monies not to be used, is reported. If unauthorized changes were made to the budget or deliverables without Trust approval you will be required to refund the award.
 - iii. **Financial Documentation – Submission of invoices/receipts and an accounting of personnel costs:** Invoices/receipts and documentation of personnel expenses must be included in ONE PDF or other file. Each row entered into the FMS’s “Expenses” worksheet must include a corresponding invoice/receipt/piece of documentation. Each individual invoice/receipt/piece of documentation must be numbered with the corresponding backup document numbers (Column A) in the FMS’s “Expenses” worksheet and submitted in numerical order. Copies of timesheets associated with any personnel time supported by the award must be included. Institutions of Higher Education may provide, in lieu of timesheets, time and effort reporting documentation that complies with 2 CFR 200.430. Any invoices/receipts/pieces of documentation already submitted in reporting on a previous phase, if applicable, need not be resubmitted.
 - iv. **Final Products:** Final products that include any additional other deliverables as outlined in your award application and as modified through any contingencies.
 - v. **Photos of the Project:** For all projects that involve a construction element, submit before, during, and after construction photos. For all projects that involve an outreach or community engagement element, submit photos of engagement events.
5. **Submitting Documents/Requirements:** The signed award agreement; other contingencies; record of attendances; and status, progress, and final reports are required to be submitted by logging into the Chesapeake Bay Trust Online System account accessed through the link http://GrantRequest.com/SID_1520 with the same username and password used when you applied. Status, progress, and final report extension requests must be made using the Award Revision Request Requirement prior to the report due date. Depending on the circumstances, the Trust may or may not grant an extension. In cases where the awardee fails to submit a status report, progress report, final report, or other requirement by the due date, the Trust reserves the right to terminate the award agreement and require a refund of funds already transferred to the awardee. By signing this award agreement, the awardee agrees to comply with all conditions of this agreement, status and progress report date(s), if applicable, and the final report date listed above and agrees to return funds if a complete report is not submitted by the deadline.

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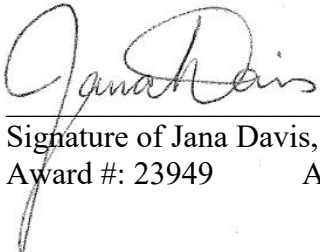
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Failure to submit report(s)/requirement(s) by the deadline will affect eligibility of future awards.

6. **Acknowledgement of Funding Partners:** All public communications and promotion, including press releases, print publications, signage, online messaging, etc. must:
 - a. Include the Trust's logo (available at www.cbtrust.org/logo).
 - b. Include the 5 Million Trees logo available here (https://cbtrust.org/wp-content/uploads/MFF_5mil-trees-logo.png).
7. The recipient agrees to comply with the terms and conditions included in the proposal submission and all applicable local, state, and federal laws.

The undersigned who is (are) fully authorized in the premises of the City of Salisbury accepts, subject to the terms and conditions in the above award agreement.

Return signed copied of the full award agreement, with each page initialed and full signatures on the last page*, by uploading a scanned copy to your Chesapeake Bay Trust Online System account accessed through the link https://www.GrantRequest.com/SID_1520 with the same username and password used when you applied. Please keep a copy for your records.

 _____ Signature of Executive Officer*	City Administrator _____ Title	1/16/25 _____ Date
  _____ Signature of Project Leader* <i>U.</i>	 _____ Title	Associate Planner 1/16/2025 _____ Date
 _____ Signature of Jana Davis, Ph.D., President; Chesapeake Bay Trust Award #: 23949 Award Program: Urban Trees	President _____ Title	8/16/2024 _____ Date



City of Salisbury

Memorandum

To: Andy Kitztrow, City Administrator

From: Chris O'Barsky, Deputy Chief of Administration

Subject: LGIT Reimbursement - FY25 Budget Amendment

Date: 1/3/2025

The Fire Department is requesting the approval of a budget amendment of \$1,000.00 to be placed into our FY25 Operating Budget. The Department's Fire Chief vehicle, at no fault of his own, sustained damage from another vehicle while performing legitimate Salisbury Fire Department duties. An initial deductible was paid out from the Fire Department's Operating budget to pay for repairs. Since then the City has received a reimbursement of \$1,000.00 from LGIT, which has been placed in the General Fund.

Thank you in advance for your time and consideration on this request. If you should have any questions or need any additional information, please do not hesitate to contact me.

Attachment: Budget Amendment Ordinance

[illegible]

THIS ORDINANCE was introduced and read at a Meeting of the Mayor and Council of the City of Salisbury held on the _____ day of _____, 2025 and thereafter, a statement of the substance of the Ordinance having been published as required by law, in the meantime, was finally passed by the Council of the City of Salisbury on the _____ day of _____, 2025.

54 **ATTEST:**

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58 Julie A. English, City Clerk

D'Shawn M. Doughty, City Council President

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61 Approved by me, this _____ day of _____, 2025.

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65 Randolph J. Taylor, Mayor



City of Salisbury

Date: February 3, 2025

To: Andy Kitzrow, City Administrator

From: Chris Truitt, Assistant Chief of EMS

Re: MDH Innovative Cancer Screening Technologies Grant

The Fire Department has been awarded a grant award from the Maryland Department of Health. The Department is asking for this money to be placed in the State of Maryland Revenue Account (see below) to facilitate the purchase Cancer Testing Kits from 2020 Gene Co from the Medical Expense Account. These kits will allow our personnel to be screened for a variety of different cancer types to allow for early detection and treatment.

Name	Account	Amount
Sate of Maryland Revenue	10500-424000	\$29,625.00
Medical Expense	10500-513040	\$29,625.00

This will cover the purchase of 120 cancer testing kits and shipping costs.

ORGANIZATIONS RECEIVING APPROPRIATIONS FROM THE STATE STANDARD GRANT AGREEMENT

This Agreement, which is executed in compliance with Section 7-402 of the State Finance and Procurement Article of the Annotated Code of Maryland, is made this 17th day of February 2025 between the State of Maryland (the "State"), acting through the Maryland Department of Health, (the "Department"), located at 201 West Preston Street, Baltimore, MD and the City of Salisbury, on behalf of Salisbury Fire Department (the "Grantee"), located at 125 N Division St, Salisbury in Wicomico County, Maryland, 21874, a Maryland Limited Liability Company / Corporation.

1. Effective on the date of execution of this Agreement, the State is extending to the Grantee a grant in the amount of Twenty-Nine Thousand Six Hundred Twenty-Five Dollars (\$ 29,625) (the "Grant"), which the Grantee shall use only for the following purposes: to procure and administer innovative cancer screening tests for county firefighters in accordance with Health-General Article §§ 13-4001-13-4007 and as part of the Maryland Professional and Volunteer Firefighter Innovative Cancer Screening Technologies Program for the period of February 17, 2025 - June 30, 2025.

2. Any expenditure of Grant funds that is not consistent with purposes stated in paragraph 1 may, at the sole discretion of the Department, be disallowed. Should any expenditure be disallowed or should the Grantee violate any of the terms of this Agreement, the State may require repayment to the State Treasury, an offset from any State Grant to the Grantee in the current or succeeding fiscal year, or other appropriate action. The Grantee shall repay to the State any part of the Grant that is not used for the purposes stated in paragraph 1 within 3 months after the date of this Agreement.

3. The Grantee may not sell, lease, exchange, give away, or otherwise transfer or dispose of real or personal property, or any part of or interest in real or personal property, acquired with Grant funds without the prior written consent of the Department. This includes transfer or disposition to a successor on the merger, dissolution, or other termination of the existence of the Grantee. The Grantee shall give the Department written notice at least 30 calendar days before any proposed transfer or disposition. Any proceeds from a permitted transfer or disposition shall be applied to repay to the State a percentage of that portion of the Grant allocable to the particular real or personal property transferred or disposed of, unless the Department and the Grantee agree to other terms and conditions. The percentage shall be equal to the percentage of the unadjusted basis of the property that would remain if the property had been recovery property placed in service after December 31, 1980 and if all allowable deductions had been taken up to the time of disposition under the Accelerated Cost Recovery System (ACRS) specified in the United States Internal Revenue Code, Section 168(b)(1).

4. For any item of real or personal property that is acquired with Grant funds and has an original fair market value of Five Thousand Dollars (\$5,000) or more, the Grantee shall, at its own expense, and for the reasonable useful life of that item or for 5 years, whichever is less, obtain and maintain insurance. The insurance shall provide full protection for the Grantee and the State against loss, damage, or destruction of or to the real or personal property. The Grantee shall, on request, provide the Department with satisfactory evidence of its compliance with this requirement. Proceeds of insurance required by this paragraph shall be applied toward replacement of the real or personal property or toward the partial or total repayment of the State of the Grant, in the sole discretion of the Department.

5. The Grantee may not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or any other characteristic forbidden as a basis for discrimination by applicable laws, and certifies that its Constitution or by-laws contains a non-discrimination clause consistent with the Governor's Code of Fair practices.

6. The person executing this Agreement on behalf of the Grantee certifies, to the best of that person's knowledge and belief, that:

A.) Neither the Grantee, nor any of its officers or directors, nor any employee of the Grantee involved in obtaining contracts with or grants from the State or any subdivision of the State, has engaged in collusion with respect to the Grantee's application for the Grant or this Agreement or has been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or of the United States;

B.) The Grantee has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for the Grantee, to solicit or secure the Grant or this Agreement, and the Grantee has not paid or agreed to pay any such entity any fee or other consideration contingent on the making of the Grant or this Agreement; **the grantee understands and complies with the Conflicts of Interest provision of the Public Ethics Law, Maryland Code Annotated, General Provisions, Title 5, Subtitle 5.**

C.) The Grantee, if incorporated, is registered or qualified in accordance with the Corporations and Associations Article of the Annotated Code of Maryland, **is in good standing**, has filed all required annual reports and filing fees with the Department of Assessments and Taxation and all required tax returns and reports with the Comptroller of the Treasury, the Department of Assessments and Taxation, and the Department of Labor, Licensing and Regulation, and has paid or arranged for the payment of all taxes due to the State; and

D.) No money has been paid to or promised to be paid to any legislative agent, attorney, or lobbyist for any services rendered in securing the passage of legislation establishing or appropriating funds for the Grant.

E.) Neither the Grantee, nor any of its officers or directors, nor any person substantially involved in the contracting or fund raising activities of the Grantee, is currently suspended or debarred from contracting with the State or any other public entity or subject to debarment under the Code of Maryland Regulations, COMAR 21.08.04.04.

7. Within 60 calendar days after the close of any grant period in which the Grantee receives funds under this Agreement, the Grantee shall provide to the Department an itemized statement of expenditures, showing how the funds were expended for that grant period. In addition, a copy of the statement shall be mailed to the Director, General Accounting Division, Office of the Comptroller of the Treasury, Room 200, Louis L. Goldstein Treasury Building, Annapolis, Maryland 21401. The Grantee shall retain bills of sale or other satisfactory evidence of the acquisition of any real or personal property for at least 3 years after the date of this Agreement. The Department, the Department of Budget and Management, the State Comptroller, and the Legislative Auditor, or any of them, may examine and audit this evidence, on request, at any reasonable time within the retention period.

8. The Grantee shall comply with Section 7-221, 7-402, and 7-403 of the State Finance and Procurement Article of the Annotated Code of Maryland, as applicable.

9. The laws of Maryland shall govern the interpretation and enforcement of this Agreement.

10. This Agreement shall bind the respective successors and assigns of the parties.

11. The Grantee may not sell, transfer, or otherwise assign any of its obligations under this Agreement, or its rights, title, or interest in this Agreement, without the prior written consent of the Department.

12. No amendment to this Agreement is binding unless it is in writing and signed by both parties.

13. The following items are incorporated by referenced and made a part of this Agreement: Appendix A, B & C and Attachment A, B, C, D, E, F & G.

IN TESTIMONY WHEREOF, WITNESS the hands and seals of the parties.

GRANTEE

DEPARTMENT

City of Salisbury, on behalf of Salisbury Fire Department

Maryland Department of Health.
(Name of Corporation or Association)

By: _____
SEAL

Name: _____

Title: _____

Date: _____

By: _____
SEAL

Name: Courtney McFadden, MPH

Title: Acting Director, Prevention and Health Promotion
Administration

Date: _____

APPENDIX A

The Department's Grant Monitor is:

Sadie Peters
Medical Director, Center for Cancer Prevention & Control
Maryland Department of Health
201 W. Preston Street, 302B
Baltimore, Maryland 21201
410-371-3901
sadie.peters@maryland.gov

The Grantee's Grant Monitor is:

Chris Truitt, EMS Assistant Chief
Salisbury Fire Department
325 Cypress St
Salisbury, MD 21801
410-548-3120 ext. 1807
ctrutt@salisbury.md

I. BACKGROUND INFORMATION OF AGREEMENT

Occupational exposure as a firefighter is carcinogenic. According to the National Institute for Occupational Safety and Health (NIOSH), firefighters have a 9% higher risk of developing cancer and a 14% higher risk of dying from cancer compared to the general United States population. Screening tests that detect early signs of cancers, when the cancer may be easier to treat and cure, can decrease an individual's chance of dying from cancer. However, even with such known occupational exposures, firefighters may have difficulty receiving early cancer screenings because standard cancer screening guidance provides no specific indications for early screening based on this occupation.

As required by Health-General Article §§ 13-4001-13-4007, through the Maryland Professional and Volunteer Firefighter Innovative Cancer Screening Program, the Center for Cancer Prevention and Control is funding local fire departments and volunteer fire departments to obtain innovative cancer screening tests that may be unavailable during routine physical examinations or that may not be covered by insurance.

II. DUTIES OF THE GRANTEE

The goal of the Program is to reduce cancer mortality among professional and volunteer firefighters while advancing the adoption of novel technologies that may also benefit the health of Marylanders and the economy of the State. The funds are to be used to cover procurement and administrative costs associated with innovative testing not offered during routine physical or not covered by insurance. Definitive cancer diagnostic testing and treatment are outside the scope of this project.

SCOPE OF WORK:

Firefighters awarded a grant through this program are expected to implement the following:

A. Firefighter Recruitment and Procurement of the Screening Tests

1. Recruit firefighters to be screened with the innovative cancer screening tests.
 - a. Select firefighters at the highest cancer risk based on scientific and medical research reports

B. Test Procurement

1. Procure the innovative cancer screening tests solely for use by the firefighters identified

C. Screening Activities and Associated Records Administration

1. Administer the innovative cancer screening tests with oversight by qualified healthcare providers.
 - a. Maintain an inventory of the innovative cancer screening tests purchased by the Applicant, verify administration of each test, and maintain a record of the innovative cancer screening tests administered by health care providers.
 - b. Retain all records pertaining to the grant for 3 years from the date the final report is submitted to MDH or longer in case of an audit or litigation until the completion of the audit or litigation.
 - c. Participate in audits as required by MDH.

D. Follow-up Diagnostic Testing and Treatment

1. Implement a robust standardized process for follow up testing and diagnosis if screening tests are positive
 - a. Funds independent of those provided by this grant are to be used for follow-up testing and pursuit of diagnoses.

E. Reporting Requirements

1. Submit an interim report describing the progress of the grant along with any invoice submitted.
2. Submit a comprehensive final report describing the activities conducted under the grant for the entire grant period no later than 45 days after the date the grant period ends. The comprehensive final report shall also include:
 - a. The number of individuals screened through the grant
 - b. The type of screening test(s) used
 - c. The cost of the screening test(s)
 - d. The number of cancers detected by the screening test(s)
 - e. The types of cancers detected by the screening test(s)

The City of Salisbury, on behalf of Salisbury Fire Department, will screen 120 firefighters using innovative cancer screening tests obtained with the grant funding provided for this project.

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APPENDIX B

Cost Estimate for:

Maryland Professional and Volunteer Innovative Cancer Screening Technologies Program—City of Salisbury, on behalf of Salisbury Fire Department

PERIOD OF PERFORMANCE – February 17, 2025 - June 30, 2025

Budget Summary			
Line Item	Qty	Unit Cost	Total Cost
One Test Commercial	120	\$245	\$29,400.00
Shipping and Handling	3	\$75	\$225
Total			\$29625.00
<i>(after \$12,000 discount for repeat customer)</i>			

One Test Commercial: \$29,400

Justification: This will cover the cost for 120 tests, enough to test each member of the SFD that voluntarily participates based on past use indicators and expected participation this year.

Shipping and Handling: \$225

Justification: This covers the costs associated with shipping the completed tests to OneTest for analysis.

III. DUTIES OF THE DEPARTMENT

Other than awarding the funds to the City of Salisbury, on behalf of Salisbury Fire Department, for this project MDH's Center for Cancer Prevention and Control will:

- Provide necessary technical support and monitoring to City of Salisbury, on behalf of Salisbury Fire Department, to ensure state and federal grant compliance.

This includes but is not limited to:

- Completion of the MDH Office of the Inspector General Risk Assessment
- Completion of the Standard Grant Agreement Checklist
- Determination of Good Standing With The State of Maryland
- Review for Debarment, Suspension, or any Exclusion from doing business with Maryland
- Determination regarding No Conflicts of Interest
- Review of Single Audits
- Review for Debarment, Suspension, or any Exclusion from doing business with the Federal Government

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SECTION IV. INCORPORATION BY REFERENCE

Both parties hereby agree that the documents described below, if any, are hereby incorporated into and made an integral part of this Agreement: (Type "None", if none)

Exact Title of Document(s)	Number of Pages
Conditions of Award- Attachment A	2
Federal Funds- Attachment B (Not applicable to this project)	2
Debarment Affirmation- Attachment C	2
Certification Regarding Tobacco Smoke- Attachment D	1
Certification Regarding Lobby- Attachment E	5
Additional Information required for Prevention and Health Promotion Administration Grants – Attachment F	2
Project Narrative – Attachment G	22

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CONDITIONS OF AWARD

Maryland Department of Health (MDH)

Period of Performance: February 17, 2025 - June 30, 2025

Important Dates:

April 15, 2025: First invoice and progress report due
May 15, 2025: Second invoice and progress report due
June 13, 2025: All funds must be obligated
June 30, 2025: All funds must be spent
August 15, 2025: Final progress and fiscal report due to MDH

The grantee shall comply with these conditions. Consequences for failure to comply with these conditions may include: a point reduction in score for future competitive and non-competitive applications, a reduction of overall award, audit exceptions and/or reduction in future awards.

Program Requirements:

1. The grantee, City of Salisbury, on behalf of Salisbury Fire Department, agrees to comply with MDH guidelines and initiatives with regards to their expenditures/purchases.
2. When procuring equipment, the recipient must comply with the procurement standards at 45 CFR Part 92.36 and 45 CFR 74.40 through 74.48, including 74.45, which requires the performance and documentation of some form of cost or price analysis with every procurement action.
3. The grantee will perform activities that coordinate, integrate, prioritize and sustain improvements in public health emergency preparedness.
4. The grantee shall participate in conference calls and/or meetings as requested by the Department.
5. The grantee should inform the MDH Center for Cancer Prevention and Control as a courtesy when a presentation or publication is made public that involves programs or data partially or fully funded by MDH, and any federal grants. All reports, data, software, or presentations generated from federal funded projects must be made available to MDH for review and comment prior to release or distribution.
6. The grantee, City of Salisbury, on behalf of Salisbury Fire Department will provide acknowledgement to the Maryland Department of Health when issuing or distributing statements, promotional materials or publications, press releases, requests for proposals/information/applications/etc., bid solicitations, or for meetings and/or conferences that are funded fully or in part with funds awarded through the Department. Please use the following phrase when referencing the Department's support: "This article/conference/ publication/etc. was supported in part/fully by the Maryland Department of Health."

Fiscal Requirements:

1. The grantee shall **not** use Maryland Professional and Volunteer Firefighters Innovative Cancer Screening Technologies Program funds to:
 - a. Support the costs of operating clinical trials of investigational agents, equipment or treatments;
 - b. Make payments directly to recipients of services, except for reimbursement of reasonable and allowable out-of-pocket expenses associated with consumer participation in State or consortia activities;
 - c. Support legal services;
 - d. Provide direct maintenance expenses of privately owned vehicles or any other costs associated with a vehicle, such as lease or loan payments, vehicle insurance, or license registration fees;
 - e. Purchase or improve land, or to purchase, construct, or make permanent improvements to any building, except for minor remodeling;
 - f. Pay property taxes;
 - g. Fund capital improvement projects;
 - h. Supplant personnel costs and/or other activities.
 - i. Prepare, distribute, or use of any material (publicity/propaganda) or to pay the salary or expenses of grants, contract recipients, or agents that aim to support or defeat the enactment of legislation, regulation, administrative action, or executive order proposed or pending before a legislative body.

2. The grantee will comply with all MDH and federal fiscal requirements for timely submission of detailed budgets and budget modifications, including monthly invoice requirements.
3. The grantee will return any unspent and unobligated funds to MDH and provide the necessary supporting documentation.

Audits:

The grantee shall submit audits in accordance with Federal OMB 2 CFR 200, Subpart F - Audit Requirements. An electronic copy of all audits (2 CFR 200 Subpart F, as well as independent auditors) performed against federal funding should be forwarded to the Department for review.

Site Visits and Surveys:

1. As requested, the grantee shall participate fully in the MDH Center for Cancer Prevention and Control Quality Improvement and Technical Assistance activities, which may include, but are not limited to:
 - a. Comprehensive site visits at the Department's request within the project period;
 - b. Interviews of staff, review of fiscal and program records, **monitoring, risk assessment**, review of inventory purchased against federal funding, interviews with administrators, and observation of program activities/facility.

Equipment Inventory Requirements:

Equipment purchased with federal funds may be recalled or requested to support local, regional and/or statewide emergency response efforts and must be cataloged for future reference and review. Cataloging of equipment should be updated and maintained throughout the project period.

Risk Assessment:

The grantee/sub-grantee/sub-recipient shall be required to participate in an MDH Risk Assessment in accordance with Federal OMB 2 CFR §200.205 (b) thru (d), §200.207, and §200.331 (b) thru (h). As part of this requirement, sub-recipients will be monitored based on a risk level of High, Medium or Low. Each risk level imposes certain monitoring requirements set by the MDH Office of the Inspector General in accordance with the above federal guidelines.

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ATTACHMENT B

Not applicable for this Firefighters Innovative Cancer Screening Project

FEDERAL FUNDS

A Summary of Certain Federal Fund Requirements and Restrictions
[Details of particular laws, which may levy a penalty for noncompliance,
are available from the Maryland Department of Health.]

1. Form and rule enclosed: 18 U.S.C. 1913 and section 1352 of P.L. 101-121 require that all *prospective* and present subgrantees (this includes all levels of funding) who receive more than \$100,000 in federal funds must submit the form "Certification Against Lobbying". It assures, generally, that recipients will not lobby federal entities with federal funds, and that, as is required, they will disclose other lobbying on form SF- LLL.
2. Form and instructions enclosed: "Form LLL, Disclosure of Lobbying Activities" must be submitted by those receiving more than \$100,000 in federal funds, to disclose any lobbying of federal entities (a) with profits from federal contracts or (b) funded with nonfederal funds.
3. Form and summary of Act enclosed: Sub-recipients of federal funds on any level must complete a "Certification Regarding Environmental Tobacco Smoke," required by Public Law 103-227, the Pro-Children Act of 1994. Such law prohibits smoking in any portion of any indoor facility owned or leased or contracted for regular provision of health, day care, early childhood development, and education or library services for children under the age of 18. Such language must be included in the conditions of award (they are included in the certification, which may be part of such conditions.) This does not apply to those solely receiving Medicaid or Medicare, or facilities where WIC coupons are redeemed.
4. In addition, federal law requires that:
 - a) OMB 2 CFR 200, Subpart F, Audit Requirements requires that grantees (both recipients and subrecipients) which expend a total of \$750,000 or more in federal assistance shall have a single or program-specific audit conducted for that year in accordance with the provisions of the Single Audit Act of 1984, P.L. 98-502, and the Single Audit Act Amendments of 1996, P.L. 104-156. and the Office of Management and Budget (OBM) 2 CFR 200, Subpart F.
 - b) All sub-recipients of federal funds comply with Sections 503 and 504 of the Rehabilitation Act of 1973, the conditions of which are summarized in item (C).
 - c) Recipients of \$10,000 or more (on any level) must include in their contract language the requirements of Sections 503 (language specified) and 504 referenced in item (B).

Section 503 of the Rehabilitation Act of 1973, as amended, requires recipients to take affirmative action to employ and advance in employment qualified disabled people. An affirmative action program must be prepared and maintained by all contractors with 50 or more employees and one or more federal contracts of \$50,000 or more.

This clause must appear in subcontracts of \$10,000 or more:

- i. The contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. The contractor agrees to take affirmative action to employ, advance in employment and otherwise treat qualified handicapped individuals without discrimination based upon their physical or mental handicap in all upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
- ii. The contractor agrees to comply with the rules, regulations, and relevant orders of the secretary of labor issued pursuant to the act.

- iii. In the event of the contractor's non-compliance with the requirements of this clause, actions for non-compliance may be taken in accordance with the rules, regulations and relevant orders of the secretary of labor issued pursuant to the act.
- iv. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the director, provided by or through the contracting office. Such notices shall state the contractor's obligation under the law to take affirmative action to employ and advance in employment qualified handicapped employees and applicants for employment, and the rights of applicants and employees.
- v. The contractor will notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the contractor is bound by the terms of Section 503 of the Rehabilitation Act of 1973, and is committed to take affirmative action to employ and advance in employment physically and mentally handicapped individuals.
- vi. The contractor will include the provisions of this clause in every subcontract or purchase order of \$10,000 or more unless exempted by rules, regulations, or orders of the [federal] secretary issued pursuant to section 503 of the Act, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the director of the Office of Federal Contract Compliance Programs may direct to enforce such provisions, including action for non-compliance.

Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Sec. 791 et seq.) prohibits discrimination on the basis of handicap in all federally assisted programs and activities. It requires the analysis and making of any changes needed in three general areas of operation-programs, activities, and facilities and employment. It states, among other things, that:

Grantees that provide health...services should undertake tasks such as ensuring emergency treatment for the hearing impaired and making certain that persons with impaired sensory or speaking skills are not denied effective notice with regard to benefits, services, and waivers of rights or consents to treatments.

- D) All sub-recipients comply with Title VI of the Civil Rights Act of 1964 that they must not discriminate in participation by race, color, or national origin.
- E) All sub-recipients of federal funds from SAMHSA (Substance Abuse and Mental Health Services Administration), NIH (National Institute of Health), CDC (Center for Disease Control and Prevention), and HHS (Health and Human Services) are prohibited from paying any direct salary at a rate of Executive Level II or more than \$189,600 per year. (This includes, but is not limited to, sub-recipients of the Substance Abuse Prevention and Treatment and the Community Mental Health Block Grants and NIH research grants, Public Health and Emergency Preparedness and Hospital Preparedness Program Cooperative Agreements.)
- F) There may be no discrimination on the basis of age, according to the requirements of the Age Discrimination Act of 1975.
- G) For any education program, as required by Title IX of the Education Amendments of 1972, there may be no discrimination on the basis of sex.
- H) For research projects, a form for Protection of Human Subjects (Assurance/Certification/Declaration) should be completed by each level funded, assuring that either: (1) there are no human subjects involved, or that (2) an Institutional Review Board (IRB) has given its formal approval before human subjects are involved in research. [This is normally done during the application process rather than after the award is made, as with other assurances and certifications.]
- I) In addition, there are conditions, requirements, and restrictions which apply only to specific sources of federal funding. These should be included in your grant/contract documents when applicable.

DEBARMENT AFFIRMATIONS

In accordance with the requirements of United States Office of Management and Budget's Grants and Cooperative Agreements with State and Local Governments OMB 2 CFR 200.213, Suspension and debarment:

A. AUTHORIZED REPRESENTATIVE

I HEREBY AFFIRM THAT:

I am the _____
(Title)

and the duly authorized representative of

City of Salisbury, on behalf of Salisbury Fire Department

and that I possess the legal authority to make this Affidavit on behalf of myself and the entity for which I am acting.

B. AFFIRMATION REGARDING DEBARMENT

I HEREBY AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above entities, or any of its officers, directors, partners, or any of its employees directly involved in obtaining or performing contracts with public bodies, has ever been suspended or debarred (including being issued a limited denial of participation) by any public entity, except as follows [list each debarment or suspension providing the dates of the suspension or debarment, the name of the public entity and the status of the proceedings, the name(s) of the person(s) involved and their current positions and responsibilities with the entity, the grounds for the debarment or suspension, and the details of each person's involvement in any activity that formed the grounds for the debarment or suspension]:

C. AFFIRMATION REGARDING DEBARMENT OF RELATED ENTITIES

I FURTHER AFFIRM THAT:

1. The entity was not established and it does not operate in a manner designed to evade the application of or defeat the purpose of debarment pursuant to Sections 16-101, et seq., of the State Finance and Procurement Article of the Annotated Code of Maryland; and
2. The entity is not a successor, assignee, subsidiary, or affiliate of a suspended or debarred entity, except as follows [indicate the reason(s) why the affirmations cannot be given without qualification]:

D. SUB-CONTRACT AFFIRMATION

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above entity, has knowingly entered into a contract with a public body under which a person debarred or suspended under Title 16 of the State Finance and Procurement Article of the Annotated Code of Maryland will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: ☒ _____

By: ☒ _____
(Authorized Representative and Affiant)

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DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Services
Health Resources and
Service Administration
Rockville, MD 20857

CERTIFICATION REGARDING ENVIRONMENT TOBACCO SMOKE

Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned, or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such federal funds. The law does not apply to children's services provided in private residences, portions of facilities used for inpatients drug or alcohol treatment, service providers whose sole sources of applicable Federal funds are Medicare or Medicaid; or facilities where WIC coupons are redeemed. Failure to comply will result with the monetary penalty of up to \$1000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.

By signing this certification, the offer or/contractor (for acquisitions) or applicant/grantee (for grants) certifies that the submitting organization will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

The submitting organization agrees that it will require that the language of this certification be included in any sub-awards which contain provisions for children's services and that all sub-recipients shall certify accordingly.

 .

Signature of Authorized Certifying Official

4/2004

Certification Regarding Lobbying

The undersigned certifies to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with the awarding of any Federal contract the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement and the extension continuation, renewal amendment or modification of any Federal contract, grant loan or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal contract grant loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL "Disclosure Form to Report Lobbying" in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contract, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered unto. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352 title U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 for each such failure.

Award No.	Organizational Entry
Name and Title of Official signing for Organizational Entry <input checked="" type="checkbox"/>	Telephone No. of Signing Official <input checked="" type="checkbox"/>
Signature of Above Official <input checked="" type="checkbox"/>	Date Signed <input checked="" type="checkbox"/>

INSTRUCTIONS FOR COMPLETION OF SF-LLL DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether sub-awardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A continuation sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be a prime or sub-award recipient. Identify the tier of the sub-awardee, e.g. the first sub-awardee of the prime is the 1st tier. Sub-awards
Include but are not limited to subcontracts, sub-grants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Sub-awardee", then enter the full name, address, city, state, and zip code of the prime Federal recipient. Include Congressional District if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational Level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal Identifying number available for the Federal action identified in item 1 (e.g. Request for Proposal (RFP) number, Invitation for BID (IFB) number, grant announcement number, the contract, grant, or loan award number, the application/proposal control number assigned by the Federal agency). Include prefixes, e.g. "RFP-DE-90-001".
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name First Name, and Middle initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box (es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box (es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal Official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-FFF-A Continuation Sheet(s) is attached.

16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instruction searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

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DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S. C 1352 (See reverse for public burden disclosure.)

1. Type of Federal Action: a. Contract b. Grant c. Cooperative agreement d. Loan e. Loan guarantee f. Loan insurance		2. Status of Federal Action: a. Bid/offer/application b. Initial award c. Post-award		3. Report Type a. Initial filing b. Material change For Material Change Only: Year _____ quarter _____ Date of last report _____	
4. Name and Address of Reporting Entity: _____ Prime _____ Sub-awardee Tier _____ if known: Congressional District, <i>if known</i>			5. If Reporting Entity in No. 4 is Sub-awardee, enter Name and address of Prime: Congressional District, <i>if known</i>		
6. Federal Department/Agency:			7. Federal Program Name/Description:		
8. Federal Action Number, <i>if known</i> ;			9. Award Amount, <i>if known</i> :		
10. a. Name and Address of Lobbying Entity: (If individual, last name, first name, MI):			11. Individuals Performing Services (Including address if different from No. 10a) (last name, first name, MI):		
12. Form of Payment (check all that apply): _____ a. Cash _____ b. In-kind: specify: nature _____ value _____			13. Type of Payment (Check all that apply): _____ a. Retainer _____ b. One-time fee _____ c. Commission _____ d. Contingent fee _____ e. Deferred _____ f. Other, specify: _____		
14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in Item 11: (attached Continuation Sheet(s) SF-LLL-A <i>if necessary</i>)					
15. Continuation Sheet(s) SF-LLL-A attached: _____ yes _____ no					
16. Information required through this form is authorized by title 31 U.S.C. sections 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the per above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,00 for each such failure.			Signature: _____ Print Name: _____ Title: _____ Telephone No: _____ Date: _____		
Federal Use Only:			Authorized for Local Reproduction Standard form-LLL		

Continuation Sheet

Reporting Entity: _____ Page _____ of _____

Authorized for Local Reproduction Standard Form-LLL-A

**ADDITIONAL INFORMATION REQUIRED FOR PREVENTION AND HEALTH PROMOTION ADMINISTRATION
GRANTS**

1. The grant period or term is:

_____ February 17, 2025 – June 30, 2025 _____

2. There (X are / _____ are not) programmatic conditions that apply to this grant, regardless of the type of funding. If applicable, these conditions are contained in Appendix C.
3. Within 60 calendar days after the close of any grant period, the Grantee shall provide to the MDH Department of Program Cost and Accounting and the PHPA grantor an itemized statement of expenditures showing how the funds were expended for the grant period.
4. Interim fiscal reporting requirements for this grant are listed below. All interim fiscal reports must be sent to the grant monitor within 30 days of the listed dates. Failure to submit the interim reports as described may delay further disbursement of grant funds.

April 15, 2025 First invoice and progress report due _____
 May 15, 2025 Second invoice and progress report due _____
 August 15, 2025 Final invoice/fiscal report and final progress report due _____

5. All expenditure reports must be signed by the Chief Executive Officer or the Chief Financial Officer of the grantee's organization.
6. Before any grant funds are distributed, the Grantee shall provide a budget detailing how the grant funds are to be expended.
7. PHPA may call for annual independent financial audits of past and future grants to verify the propriety of reported expenditures.
8. Whenever funds must be distributed prior to the beginning of the grant period, subsequent payments to the Grantee will be made only after the Grantor verifies, through detailed expenditure reports, that the initial funds have been spent.
9. Federal Funding Acknowledgement (if applicable)
- a. This grant (_____ does/ X) does not contain federal funds.
10. This grant (does/ X) does not contract with subproviders on a cost reimbursement basis.

PROGRAMMATIC TERMS AND CONDITIONS FOR GRANTEES

The following conditions are specific to the Maryland Professional and Volunteer Firefighter Innovative Cancer Screening Technologies Program grants.

A. Ownership of Cancer Screening Tests.

A grantee:

- a. Shall ensure that a cancer screening test purchased under a Program grant is used for the sole purpose of the grant;
- b. Shall keep an inventory of cancer screening tests purchased; and
- c. May not transfer a cancer screening test to another entity without written permission from the Department.

B. Termination.

- a. The Department may terminate a grant:
 - i. If a grantee fails to comply with:
 1. The requirements of this chapter; or
 2. State, federal, and municipal laws applicable to the grant;
 - ii. If a grantee fails to carry out the purposes for which the grant was awarded;
 - iii. In compliance with a court order; or
 - iv. At the request of the grantee.
- b. The Department may not be held responsible for any expenses incurred by a grantee after cancellation of a grant.
- c. The grantee shall return all unexpended funds to the Department within 30 days of termination of a grant.

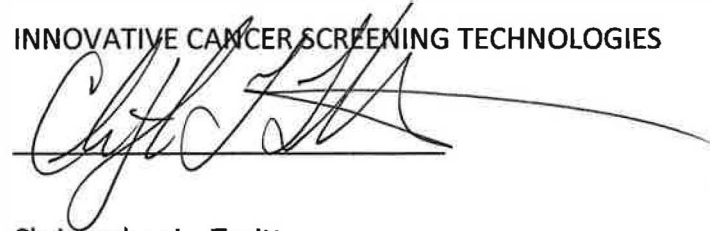
C. Liability.

- a. A grantee shall be solely responsible for its actions related to the:
 - i. Program application process; and
 - ii. Activities conducted under a grant.
- b. The Department may not be held liable for any claims, losses, liabilities, expenses, or damages arising from activities related to the:
 - i. Program application process; or
 - ii. Activities conducted under a grant.

Project Narrative
Salisbury Fire Department

RFA- BPM046671 PHPA 3169 MARYLAND PROFESSIONAL AND VOLUNTEER FIREFIGHTER

INNOVATIVE CANCER SCREENING TECHNOLOGIES

A handwritten signature in black ink, appearing to read 'Chris L. Truitt', is written over a horizontal line.

Christopher L. Truitt

Assistant Chief of EMS

FEIN: 526000806

eMMA: SUP1035714

Background

The Salisbury Fire Department will be the sole recipient of this grant.

The Salisbury Fire Department (SFD) is a combination department consisting of career and volunteer personnel who respond to a variety of calls in the greater Salisbury/Wicomico/Eastern Shore area. The SFD responds to over fourteen thousand (14,000) emergency medical services (EMS), fire suppression, hazardous materials, technical rescue, vehicle rescue, dive, and other calls for service annually. The SFD currently has a workforce of one-hundred and eight (108) career personnel and thirty (30) volunteer members. The membership varies in age from eighteen (18) years of age up to seventy (70) years of age. The membership is also comprised of men and women from various ethnic backgrounds.

Technical Approach

The Salisbury Fire Department will utilize the grant money to provide blood test cancer screening in addition to the current medical/physical provided to all members. This test will be provided at no charge to the member and the department will offer this test annually in the fall of each year.

This test will be offered to personnel in the following order of preference:

Operational personnel assigned to a shift, part time employees, and active volunteers; fire investigators in fire marshal's office; administrative personnel who regularly participate in operational activities; retirees and life members of the volunteers. This tiered approach should ensure that personnel with the highest risk of exposure are tested regularly to develop a

baseline status and then a regular measurement to compare changes in results on a regular basis.

The SFD will utilize the [OneTest](#) that utilizes biomarkers and machine learning algorithms to detect multiple cancers prior to the onset of symptoms to enable earlier, and therefore more effective, treatment can be carried out. This blood test tracks a variety of biomarkers and has a documented sensitivity for each in the table below:

Table 1*. Sensitivities of the individual tumor markers for each malignancy.

Type of Malignancy	PSA	AFP	CEA	CA19-9	CYFRA 21-1	CA 125	SCC	CA15-3	Panel
Prostate Cancer	100	0	0	4.8	5.9	-	5.6	-	100
Hepatocellular carcinoma	13.3	63.3	5.6	31.6	10	0	0	0	92.3
Pancreatic cancer	0	0	55.6	62.5	33.3	66.7	0	0	88.9
Colorectal cancer	7.1	5.9	53.8	25	38.9	22.2	5.9	12.5	76.9
Lung cancer	9.1	5.7	72.2	12.9	40.9	20.0	8.7	20.0	75.0
Bladder cancer	25	0	33.3	69.2	57.1	50.0	60.0	0	64.3
Cervical cancer	-	7.1	20.8	5	11.1	30.4	20.8	0	44.4
Gastric cancer	0	6.3	25	6.7	41.7	0	9.1	0	38.9
Breast cancer	-	5.4	8.1	9.7	11.1	20.5	3.1	5.4	37.5
Ovarian cancer	-	0	0	50	0	0	0	0	33.3
Oral cancer ^a	0	0	0	0	0	0	0	0	0

Data are given as percentages unless otherwise indicated.

Abbreviations: PSA, prostate specific antigen; AFP, alpha-fetoprotein; CEA, carcinoembryonic antigen; CA, cancer antigen; CYFRA, cytokeratin fragment; SCC, squamous cell-specific antigen

^a Oral cancer included malignancies arising in the tongue, oral cavity and oropharynx

The cost of the test, per individual, is listed in the accompanying budget narrative.

The test does work in conjunction with 20/20 GeneSystems, Inc located in Rockville, Md

Academic supporting papers:

Machine Learning Algorithms Significantly Improve the Accuracy of Multi Tumor Biomarker Panel for the Early Detection of Multiple Cancers; *Victoria Doseeva, PhD , Hsin-Yao Wang, MD, Chun-Hsien Chen, Richard Scherer, David Schodin, PhD, and Jiming Zhou, PhD 20/20 GeneSystems, Inc., Rockville, MD, and Chang Gung Memorial Hospital at Linkou, Taoyuan City, Taiwan*

Improving Multi-Tumor Biomarker Health Check-up Tests with Machine Learning Algorithms; *Hsin-Yao Wang, Chun-Hsien Chen, Steve Shi, Chia-Ru Chung, Ying-Hao Wen, Min-Hsien Wu, Michael S. Lebowitz , Jiming Zhou , and Jang-Jih Lu*

Katherine Dennis, NP NPI#1053918847 is the signing clinician for the testing and her practice carries out the SFD member physicals annually. She has agreed to assist members in deciphering their test results. Additionally, Dr. Tammy Walbert, Dr. Aaron Sebach, and NP Jessica Stoner are all available for initial consultation through our mobile integrated healthcare team within the SFD.

Members can also utilize the online portal at OneTest or call Mr. Ben Herron at OneTest

For further testing and follow ups, personnel can utilize their Blue Cross/ Blue Shield insurance and possibly apply for a workers compensation claim through Chesapeake.

The Salisbury Fire Department has read and will meet all requirements set forth in the AMA statement.

Our goal is to test, at a minimum, 75% of active personnel annually utilizing the OneTest blood test for cancer screening in 2025. This test will be voluntary and information on the test will be sent to each member as well as included in the Departmental Cancer Reduction Plan. Members will have their blood drawn on site at Fire Headquarters by staff and shipped to the lab via Fed Ex on a daily basis. There will be at least six (6) dates set forth for testing, including one night and one weekend to ensure volunteers are able to attend. The percentage of personnel tested shall be evaluated in December by the Cancer Advisory Committee, specifically the chair Christopher Truitt. Personnel will be given information on follow up procedures as well as peer support contacts when they are given the test.

A signed W-9 is also uploaded with this letter.

Work Plan

Maryland Professional and Volunteer Firefighter Innovative Cancer Screening Technologies

Applicant name: Salisbury Fire Department

State Fiscal Year 2025: January 2, 2025-June 30 2025

Goal 1: Recruit participants for screening, prioritizing outreach to firefighters at highest risk for cancer			Measures of Effectiveness: 1. # of firefighters reached/notified 2. # and types of partner organizations assisting with recruitment	
Objectives	Activities Planned To Achieve This Objective	Data	Time-frame for Assessing Progress	Team Members Responsible & Partners Required
1. Notify firefighters of screening activities	1a. Meet with supervisors of personnel to describe this year's plan 1b. Send emails to all 1c. Schedule posted on Chiefbackstage	1a. # meetings held with supervisors 1b. # emails sent to notify people of event	Month of March	Truitt
2. Capture responses to notification about the test dates	2a. Record signups on excel sheet from email	2a. # of emails received from interested firefighters	March into April	Truitt
3. Identify who is at highest risk among all those eligible for screening	3a. Outline general eligibility criteria for screening 3b. Outline criteria for who is highest risk among all eligible	3a. Employees or Volunteers within the Salisbury Fire Department 3b. Operational personnel, Fire Marshal's office, Support personnel	March into April	Truitt

State Fiscal Year 2025: January 2, 2025-June 30 2025

Goal 2: Procure innovative test(s) for cancer screening.			Measures of Effectiveness: 1. # test kits procured 2. # and type of additional testing materials procured	
Objectives	Activities Planned To Achieve This Objective	Data	Time-frame for Assessing Progress	Team Members Responsible & Partners Required
1. Confirm availability of chosen screening test and necessary testing materials and of purchasing budget	1a. Confirm with testing company the availability of the test kits at the price quoted 1b. Confirm with testing company the materials needed for testing sessions 1c. Confirm conditions for purchase of tests and required materials	1a. Testing company has set a quoted price and should not deviate, price includes test kits and method for shipment 1b. Any additional materials (i.e. band aids or alcohol prep pads) shall be from current SFD stock	January 2025	Truitt and Frampton
2. Procure and secure the selected tests	2a. Designate secure storage for test kits 2b. Order test kits	2a. Kits shall be stored in the EMS supervisor office 2b. 120 kits shall be ordered in April of 2025	April 2025	Truitt and Frampton

State Fiscal Year 2025: January 2, 2025-June 30 2025

Goal 3: Provide pre-screening counseling and informed consent and administer the screening test			Measures of Effectiveness: 1. % of eligible firefighters screened 2. # firefighters voluntarily consented for screening 3. # cancer biomarkers detected	
Objectives	Activities Planned To Achieve This Objective	Data	Time-frame for Assessing Progress	Team Members Responsible & Partners Required
1. Prepare informed consent forms	1a. Obtain consent forms from testing company 1b. Finalize consent forms with medical consultation 1c. Secure storage for signed consent forms	1a. & 1b. Consent forms shall be reviewed to ensure they are consistent with previous test years 1c. Signed consent forms shall be secured in the EMS supervisor office in the locked file cabinet	February through May	Truitt
2. . Prepare standardized pre- and post-screening counseling that includes administration of informed consent training for clinical personnel	2a. Identify personnel qualified and willing to provide informed consent and assist with pre- and postscreening counseling, including preview of possible screening results and review of available medical and financial resources 2b. Provide standardized training to ensure all firefighters receive the same information	2.a 3 Nurse Practitioners will be available for counseling as well as 3 HR personnel for any insurance/financial counseling needed for follow up testing 2b. Training on how to access resources will be sent out to all personnel in the testing announcement	January through May	Truitt and Administrative Staff

3 . Ensure experienced clinical personnel to collect blood samples at each screening session, if applicable	3 Not applicable- capillary test that can be completed by EMS staff	. N/A	Month of May	Truitt and SWIFT personnel
4. Identify and secure testing venue, dates, times, and a registration/sign up process	4a. Decide on screening dates 4b. Secure rooms on proposed test dates 4c. Registration process	4a. Screenings will be held on 6 dates in June, 4 day time and 2 night time 4b. Administrative conference room is secured for any day/time needed 4c. Personnel will check in when they receive their informed consent paperwork and check out when the test is done	Month of May	Truitt
5. Administer informed consent and obtain samples from each consented person	5a. Provide paper copies of consent forms for each person signed up 5b. Identify private space for informed consent and pre-screening counseling	5a. Testing company shall provide all needed copies of consent forms. 5b. MDCN office shall be used for any counseling needed	Month of May	Truitt and SWIFT

6. Process samples and record results	6a. Ensure coolers for sample transport 6b. Ensure transportation for samples	6a. Testing company will provide coolers and appropriate ice packs for specimen transport 6b. Sample coolers shall be overnight delivered by FedEx	Month of May	Truitt
7. Provide post-screening counseling	7a. Designate trained post-screening counselors, including assisting with interpretation of screening results 7b. Make copies of primary care and specialty medical care resources, as well as imaging and other diagnostic services and ensure these are available at each screening session 7c. Make copies of mental health resources and ensure these are available at each screening session	7a. NPs and Peer Support personnel will be available by phone or in person for anyone needing assistance in interpreting results, discussing result implications, and what their next steps might be 7b. Aggregate data on contacts will be collected, ensuring that there is not any PHI included 7c. Peer resources, SFD mental health resources, and other applicable handouts will be given to all tested individuals	May and June	Truitt, SWIFT, Peer Team

State Fiscal Year 2025: January 2, 2025-June 30 2025

Goal 4: Implement a robust standardized process for follow up testing and diagnosis if the screening tests are positive			Measures of Effectiveness: 1. # of firefighters referred for additional screening and diagnostic testing (radiology, ultrasound, blood work, etc.) 2. # of firefighters completing additional testing 3. payment/financial resources used for referrals (private insurance, public insurance, self-pay, internal funding, etc.) 4.# actual cancers diagnosed as a result of the screening, by type	
Objectives	Activities Planned To Achieve This Objective	Data	Time-frame for Assessing Progress	Team Members Responsible & Partners Required
1. Connect insurance-eligible individuals to public and private/commercial insurance if they need further testing or firm diagnosis	1a. Contact BC/BS for lists of referrals 1b. Contact OneTest for online resources	1. Comprehensive referral list created to include all available local, peer, and secondary resources identified	May through June	Truitt, Tidal Health, and Human Resources
2. Ensure participants with positive screening tests have follow up for diagnosis	2a. Encourage every participant to contact your organization's wellness coordinator if their test result is positive 2b. Call/send email to each participant screened to remind them of resources available if their test result is positive	2a. # of positive de-identified results received from testing company 2b. # persons to whom follow up calls/emails are sent to remind them of available post-screening resources 2c. # individuals with positive tests referred for further testing	May through June	Truitt, Frampton, HR, and One Test representative

3. Provide resources for primary care, medical specialty, and mental health resources available in the county or jurisdiction and through cancer testing supplier	3a. Research and provide primary and medical resources, including Federally Qualified Health Centers (FQHCs) 3b. Research and provide mental health resources available in the community 3c. Research and understand resources provided by the test company	3a. # of firefighters receiving information about primary care and medical specialty resources, including FQHCs 3b. # of firefighters receiving information about mental health resources available in the community 3c. # of firefighters who receive resources provided by the cancer screening test company	May through June	Truitt, HR, One Test
4. Ensure summary/aggregate results are reviewed by lead clinician and team	4a. Outline with testing company a written protocol for obtaining aggregate screening results from testing company 4b. Outline with testing company time frame for receiving results	4a. Aggregate results will be available within one week of test via online portal 4b. Upon completion of all tests a de-identified result list shall be emailed to the Cancer Reduction team	May through June	Truitt, Frampton, Medical Control

Implementation Preparation Checklist

Maryland Professional and Volunteer Firefighter Innovative Cancer Screening Technologies

It is imperative this checklist is filled in as part of the application. The "Status" column may remain blank until the project begins.

X Identify licensed clinical decision-making lead.

Name(s) and title(s) of licensed health care professional (s):

Dr. William Todd

X Identify qualified person to lead pre-and post- screening procedures (development of informed consent document, development of pre-and post-screening counseling protocols, and training other personnel to administer informed consent).

Name(s) and title(s) of person(s): Dr. Tammy Walbert, NP Jessica Stoner, NP Katherine Dennis

N/A Identify licensed health care professional to lead blood draws (if applicable).

Name(s) and title(s) of licensed health care personnel: Dr. Aaron Sebach if needed

X Identify licensed health care personnel to manage processing of samples (e.g., centrifuge and other necessary handling of samples).

Name(s) and title(s) of licensed health care personnel: Christopher Truitt NRP

X Identify qualified person to lead coordination with company providing test kits (includes delivery and transport of test kits).

Name(s) and title(s) of person(s): Christopher Truitt

Pre Implementation Activity/Task	Team Members Role in Activity				Status
	Responsible	Accountable	Consulted	Informed	
Conduct research to identify available cancer screening tests					Completed prior to application submission

Decide on the best cancer screening test(s) based on the proposed test's accuracy and reliability; employment of innovative or novel technologies, such as DNA sequencing, genomics, proteonomics, metabolomics, machine learning, artificial intelligence, big data analytics, and other state-of-the-art technology; ability to screen for two or more cancer types; cost; development, manufacture, or commercialization in Maryland, and overall cost benefit analysis	Truitt/Frampton	Truitt/Frampton	Truitt/Frampton	Truitt/Frampton	Completed prior to application submission
Obtain a written list of all testing materials and services the proposed test company will commit to provide during the project (delivery of test kits, syringes, tourniquets, gauze, collection vials, band-aids, centrifuge, coolers for temporary sample storage, personnel who will help support each screening session;	20/20 GeneSystems Collaboration	20/20 GeneSystems Collaboration	Truitt/Frampton	Truitt/Frampton	Completed prior to application submission

transport of blood samples, etc.)					
<i>Prepare detailed informed consent form</i>					
Ensure consent forms contain complete description of the screening test	20/20 GeneSystems Collaboration	20/20 GeneSystems Collaboration	Truitt/Frampton	Truitt/Frampton	In progress
Ensure consent forms contain a good description of why cancer screening is needed.	20/20 GeneSystems Collaboration	20/20 GeneSystems Collaboration	Truitt/Frampton	Truitt/Frampton	In progress
Ensure consent forms contain complete descriptions of the possible results reported from the testing company. Illustrations are helpful.	20/20 GeneSystems Collaboration	20/20 GeneSystems Collaboration	Truitt/Frampton	Truitt/Frampton	In progress
Ensure consent forms contain complete explanation of what the possible results mean	20/20 GeneSystems Collaboration	20/20 GeneSystems Collaboration	Truitt/Frampton	Truitt/Frampton	In progress

Ensure consent forms contain complete descriptions of how to get the screening results from the testing company's website or portal, within what time frame to expect them, and what to do if the results are not received within that time frame.	20/20 GeneSystem s Collaboratio n	20/20 GeneSystems Collaboration	Truitt/Frampton	Truitt/Fram pton	In progres s
Ensure consent forms include the voluntary nature of the screening.	20/20 GeneSystem s Collaboratio n	20/20 GeneSystems Collaboration	Truitt/Frampton	Truitt/Fram pton	In progres s
Ensure consent forms provide details about how to access post-test counseling from your fire department or related occupational health unit for those who have a positive test.	20/20 GeneSystem s Collaboratio n	20/20 GeneSystems Collaboration	Truitt/Frampton	Truitt/Fram pton	In progres s
Ensure consent form provides information about how to access resources for further diagnostic testing, should there be a need for those who have a positive test.	20/20 GeneSystem s Collaboratio n	20/20 GeneSystems Collaboration	Truitt/Frampton	Truitt/Fram pton	In progres s
Ensure consent forms is written is in easy-to-read language (4th grade reading level)	20/20 GeneSystem s Collaboratio n	20/20 GeneSystems Collaboration	Truitt/Frampton	Truitt/Fram pton	In progres s

<i>Prepare a list of health insurance and financial resources that would be available to assist firefighters who have positive screening tests and need to obtain further testing or clinical consultation services to obtain a diagnosis</i>					
Identify and list Employee Assistance Programs, county insurance services, private insurance programs, and free medical services available to assist with follow up testing and diagnostic procedures (radiology studies, colonoscopies, biopsies etc).	Truitt/Frampton	Truitt/Frampton	Human Resources	Truitt/Frampton	Complete
<i>Prepare comprehensive pre- and post-test counseling protocols and materials</i>					
Identify appropriate clinical services, providers, and resources that are available to people who have a positive test and need additional procedures or clinical investigation (primary care, surgical or specialty	Truitt/Frampton	Truitt/Frampton	Truitt/Frampton	Truitt/Frampton	Complete

consultations, etc.) to assist with diagnosis and treatment as needed					
Prepare post-test counseling protocol that includes mental health resources for people who have positive test results	Truitt/Fram pton	Heather Brown	Heather Brown	Truitt/Fram pton	Comple te
<i>Train at least 2 people to deliver pre- and post- screening counseling in a standardized manner, including assistance with interpreting screening results</i>					
Identify the specific pre- and post-test counseling provided by the testing company and coordinate to have those services as adjunct to those provided by your fire department/occup ational health team	Truitt/Fram pton	Sebach/Stoner/W albert	Sebach/Stoner/W albert	Truitt/Fram pton	Comple te
<i>Ensure experienced phlebotomists for each screening session, if applicable</i>					

If cancer screening is conducted with saliva or other body fluid, identify licensed clinical personnel who will lead sample collection at each screening session.	Truitt/Frampton	Sebach/Stoner/Walbert	Sebach/Stoner/Walbert	Truitt/Frampton	Pending
<i>Coordinate with test company to ensure summary results are reported to the supervising clinician in an agreed upon time frame</i>	20/20 GeneSystems Collaboration	20/20 GeneSystems Collaboration	20/20 GeneSystems Collaboration	20/20 GeneSystems Collaboration	Pending

BUDGET FORM

Submitted By:

Authorized Signature:  Date: November 1, 2024

Printed Name and Title: Christopher L Truitt, Assistant Chief of EMS

Company Name : Salisbury Fire Department

Company Address: 325 Cypress ST Salisbury, MD 21801

Location(s) from which services will be performed (City/State):

Salisbury/Maryland

FEIN: 526000806

eMMA #: SUP1035714

Telephone: (410)-548-3120

Fax: (410)-548-3121

E-mail: ctrutt@salisbury.md

Budget Summary			
Line Item	Qty	Unit Cost	Total Cost
One Test Commercial	120	\$345	\$29,400.00
Shipping and Handling	3	\$75	\$225
Total			\$29625.00
<i>(after \$12,000 discount for repeat customer)</i>			

One Test Commercial: \$29,400

Justification: This will cover the cost for 120 tests, enough to test each member of the SFD that voluntarily participates based on past use indicators and expected participation this year.

Shipping and Handling: \$225

Justification: This covers the costs associated with shipping the completed tests to OneTest for analysis.

Budget Summary			
Line Item	Qty	Unit Cost	Total Cost
One Test Commercial	120	\$245	\$29,400.00
Shipping and Handling	3	\$75	\$225
Total			\$29625.00
<i>(after \$12,000 discount for repeat customer)</i>			

One Test Commercial: \$29,400

Justification: This will cover the cost for 120 tests, enough to test each member of the SFD that voluntarily participates based on past use indicators and expected participation this year.

Shipping and Handling: \$225

Justification: This covers the costs associated with shipping the completed tests to OneTest for analysis.

BUDGET FORM

Submitted By:

Authorized Signature: _____



Date: November 1, 2024

December 6, 2024

Printed Name and Title: Christopher L Truitt, Assistant Chief of EMS

Company Name : Salisbury Fire Department

Company Address: 325 Cypress ST Salisbury, MD 21801

Location(s) from which services will be performed (City/State):

Salisbury/Maryland

FEIN: 526000806

eMMA #: SUP1035714

Telephone: (410)-548-3120

Fax: (410)-548-3121

E-mail: ctrutt@salisbury.md

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF SALISBURY AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH THE MARYLAND DEPARTMENT OF HEALTH FOR THE PURPOSE OF ACCEPTING GRANT FUNDS IN THE AMOUNT OF \$29,625, AND TO APPROVE A BUDGET AMENDMENT TO THE GRANT FUND TO APPROPRIATE THESE FUNDS FOR THE SALISBURY FIRE DEPARTMENT.

WHEREAS, the Maryland Department of Health has a Maryland Professional and Volunteer Firefighter Innovative Cancer Screening Technologies Grant Program; and

WHEREAS, the purpose of the grant program is to provide funding for the cancer screening and testing of Professional and Volunteer Firefighters; and

WHEREAS, the City of Salisbury submitted a grant application to the Maryland Department of Health for funding of cancer screenings of its members; and

WHEREAS, Maryland Department of Health has awarded the City funds in the amount of \$29,625; and

WHEREAS, the City of Salisbury must enter into a grant agreement with the Maryland Department of Health to defining how these funds will be released and accepted; and

WHEREAS, all funds shall be used to provide cancer testing and screening to Salisbury Fire Department members; and

WHEREAS, § 7-29 of the Salisbury City Charter prohibits the City from entering into a contract that requires an expenditure not appropriated or authorized by the Council of the City of Salisbury; and

WHEREAS, appropriations necessary to execute the purpose of this grant must be made upon the recommendation of the Mayor and the approval of four-fifths of the Council of the City of Salisbury.

NOW, THEREFORE, BE IT ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF SALISBURY, MARYLAND, as follows:

Section 1. Mayor Randolph J. Taylor is hereby authorized to enter into a grant agreement with the Maryland Department of Health, on behalf of the City of Salisbury, for the City's acceptance of grant funds in the amount of \$29,625.

BE IT FURTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF SALISBURY, MARYLAND, as follows:

Section 2. The City of Salisbury's Grant Fund Budget be and hereby is amended as follows:

(a) Increase State of Maryland Revenue Account No. 10500-424000-XXXXX by \$29,625.

(b) Increase Medical Expense Account No. 10500-513040-XXXXX by \$29,625.

BE IT FURTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF SALISBURY, MARYLAND, as follows:

Section 3. It is the intention of the Mayor and Council of the City of Salisbury that each provision of this Ordinance shall be deemed independent of all other provisions herein.

Section 4. It is further the intention of the Mayor and Council of the City of Salisbury that if any section, paragraph, subsection, clause or provision of this Ordinance shall be adjudged invalid, unconstitutional or otherwise unenforceable under applicable Maryland or federal law, such adjudication shall apply only to the

47 section, paragraph, subsection, clause or provision so adjudged and all other provisions of this Ordinance shall
48 remain and shall be deemed valid and enforceable.

49 **Section 5.** The recitals set forth hereinabove are incorporated into this section of the Ordinance as if
50 such recitals were specifically set forth at length in this Section 5.

51 **Section 6.** This Ordinance shall take effect from and after the date of its final passage.
52

53 **THIS ORDINANCE** was introduced and read at a Meeting of the Mayor and Council of the City of
54 Salisbury held on the _____ day of _____, 2025 and thereafter, a statement of the substance of the
55 Ordinance having been published as required by law, in the meantime, was finally passed by the Council of the
56 City of Salisbury on the _____ day of _____, 2025.

57
58 **ATTEST:**
59
60

61 _____
62 **Julie A. English, City Clerk**
63

_____ **D'Shawn M. Doughty, City Council President**
64
65

66 Approved by me, this _____ day of _____, 2025.
67
68
69

70 _____
71 **Randolph J. Taylor, Mayor**
72
73



City of Salisbury

Date: January 17, 2025

To: Andy Kitzrow, City Administrator

From: Rob Frampton, Fire Chief

Re: Station 1 Blacktop Paving Project

The Procurement Department & the SFD have received bids for the Station 1 paving project and the lowest bid is \$47,000 over the amount that we have available for the project. As you are aware, the project has been in our CIP for the past three years and has not been funded. The department has identified funds from another project that came in under budget and is requesting an additional \$47,000 from surplus to ensure the paving project gets completed.

Our initial paving project request, three years ago, was for \$40,000 and this project has only increased in cost during that time. There is significant settlement and 'alligatoring' issues near the rear exit of the fire station. These areas allow for water/ice melt to enter and re-freeze, speeding up the degradation of this paved area. Additionally, when the station addition was done in 2005 there was an area of blacktop (shown in red in the overhead map) that was not replaced and has inadequate base/fill per City DID, which is not designed to support the weight of our fire apparatus. This area added to the expected cost of the project and is also part of the reason for the needed increase. The paved blacktop area is used by employees for parking, fire apparatus leaving and returning to the station, and the public when entering and exiting the station. There are certain areas in the parking lot that, if allowed to continue to degrade, will create a liability and safety issues. If you have further questions or need explanation on anything to get this project completed, please contact me.

Salisbury Fire Department
325 Cypress St.
Salisbury, MD 21801
410-548-3120
www.salisbury.md



City of
Salisbury



Salisbury Fire Department
325 Cypress St.
Salisbury, MD 21801
410-548-3120
www.salisbury.md

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF SALISBURY APPROVING A BUDGET AMENDMENT OF THE FY2025 GENERAL FUND BUDGET TO APPROPRIATE FUNDS TO THE SALISBURY FIRE DEPARTMENT'S OPERATING BUDGET.

WHEREAS, the Fire Department has the need to blacktop the parking lot at Fire Station 1; and

WHEREAS, the Fire Department will not have sufficient funds in their annual operating budget for this additional cost that is required due to insufficiencies discovered during the planning and bidding phases of the project; and

WHEREAS, the repairs are required for the safety of vehicular and pedestrian traffic entering and exiting the fire station; and

WHEREAS, the City has funds available in the surplus account to address the projects shortage; and

WHEREAS, the Fire Department needs these funds for the immediate repairs to the blacktop parking areas to prevent further damage; and

WHEREAS, the budget amendment as provided herein must be made upon the recommendation of the Mayor and the approval of four-fifths of the Council of the City of Salisbury.

NOW, THEREFORE, BE IT ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF SALISBURY, MARYLAND, as follows:

Section 1. The City of Salisbury's Fiscal Year 2025 General Fund Budget be and is hereby amended as follows:

(a) Increase the Current Year Surplus Account (01000-469810) by \$47,000;

(b) Increase the Salisbury Fire Department's Buildings Account (24035-534301) by \$47,000.

BE IT FURTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF SALISBURY, MARYLAND, as follows:

Section 2. It is the intention of the Mayor and Council of the City of Salisbury that each provision of this Ordinance shall be deemed independent of all other provisions herein.

Section 3. It is further the intention of the Mayor and Council of the City of Salisbury that if any section, paragraph, subsection, clause or provision of this Ordinance shall be adjudged invalid, unconstitutional or otherwise unenforceable under applicable Maryland or federal law, such adjudication shall apply only to the section, paragraph, subsection, clause or provision so adjudged and all other provisions of this Ordinance shall remain and shall be deemed valid and enforceable.

Section 4. The recitals set forth hereinabove are incorporated into this section of the Ordinance as if such recitals were specifically set forth at length in this Section 4.

Section 5. This Ordinance shall take effect from and after the date of its final passage.

THIS ORDINANCE was introduced and read at a Meeting of the Mayor and Council of the City of Salisbury held on the _____ day of _____, 2025 and thereafter, a statement of the substance of the Ordinance having been published as required by law, in the meantime, was finally passed by the Council of the City of Salisbury on the _____ day of _____, 2025.

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK]

[SIGNATURES APPEAR ON THE PAGE THAT FOLLOWS]

ATTEST:

Julie A. English, City Clerk

D'Shawn M. Doughty, City Council President

Approved by me, this _____ day of _____, 2025.

Randolph J. Taylor, Mayor



City of
Salisbury

Date: January 29, 2025

To: Andy Kitzrow, City Administrator

From: Rob Frampton, Fire Chief

Re: City Code Change for Deputy Fire Chiefs

The Fire Department is requesting the City Code be changed to allow the Fire Chief to designate, in writing, which of the Deputy Fire Chiefs is second and third in Command. Current code states that the Deputy Chief of Administrative Services is always the second in command. What we have found is that the knowledge, skills, training and especially the seniority of the person in this position, may not make them the best suited to always be the second in command of the Fire Department and may cause an unfairness between employees at this level. I am requesting the changes to the City Code, as outlined in the Ordinance that has been approved by Legal. Please let me know if you have any questions.

Salisbury Fire Department
325 Cypress St.
Salisbury, MD 21801
410-548-3120
www.salisbury.md

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF SALISBURY AMENDING CHAPTER 2.16.020 (H) and (G) OF THE SALISBURY CITY CODE TO GRANT THE FIRE CHIEF THE AUTHORITY TO DESIGNATE WHO OF THE CAREER DEPUTIES SHALL BE THE SECOND AND THIRD IN COMMAND IN THE DEPARTMENT AND WHO SHALL ASSUME THE DUTIES AND RESPONSIBILITIES OF THE FIRE CHIEF IN THE EVENT THE FIRE CHIEF IS UNABLE TO FULFILL HIS OR HER DUTIES AND RESPONSIBILITIES DUE TO ILLNESS, INCAPACITY, OR ABSENCE.

WHEREAS, the ongoing application, administration, and enforcement of the City of Salisbury Municipal Code (the “**Salisbury City Code**”) demonstrates a need for its periodic review, evaluation, and amendment to comply with present community standards and values and promote public safety, health, and welfare of the citizens of the City of Salisbury (the “**City**”);

WHEREAS, the Mayor and Council of the City of Salisbury (the “**Mayor and Council**”) are authorized by MD Code, Local Government, § 5-202 to adopt such ordinances, not contrary to the Constitution of Maryland, public general law or public local law, as the Mayor and Council deem necessary to assure the good government of the municipality, to preserve peace and order, to secure persons and property from damage and destruction, and to protect the health, comfort, and convenience of the citizens of the City;

WHEREAS, the Mayor and Council may amend Chapter 2.16 (Fire Department) of the Salisbury City Code pursuant to the authority granted in § SC 2-15 of the Salisbury City Charter;

WHEREAS, the Mayor and Council find that the health, safety, and general welfare of the citizens of the City will be furthered by amending Chapter 2.16.020(H) and (G) of the Code to grant the fire chief the authority to designate in writing who of the career deputies shall be the second and third in command in the Department and who shall assume the duties and responsibilities of the fire chief in the event the fire chief is unable to fulfill his or her duties and responsibilities due to illness, incapacity, or absence; and

WHEREAS, the Mayor and Council have determined that the amendments to Chapter 2.16.020(H) and (G) of the Salisbury City Code shall be adopted as set forth herein.

NOW, THEREFORE, BE IT ENACTED AND ORDAINED BY COUNCIL OF THE CITY OF SALISBURY, MARYLAND, that Chapter 2.16.020(H) and (G) of the Salisbury City Code is hereby amended by adding the bolded and underlined text and removing the strikethrough text as follows:

Section 1. Chapter 2.16.020(F) governing the duties and responsibilities of the fire chief is amended as follows:

F. Duties and Responsibilities of the Fire Chief. The fire chief shall have general command, control and supervision of all emergency services. Without limiting the scope of the foregoing sentence, the fire chief shall:

1. Ensure the efficient and effective response of adequate resources to incidents requiring emergency services in order to prevent the loss of life, destruction of property and damage to the environment;

- 51 2. Control, maintain and operate all physical facilities, apparatus, equipment and personal property
52 used by the fire department;
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54 3. Maintain accurate records for all aspects of the operation of the fire department;
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56 4. Provide periodic reports regarding the operation of the fire department to the mayor, city council
57 and executive officer;
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59 5. Ensure that no fire department resources are used for the personal gain of individuals, or public
60 or private corporations or other entities;
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62 6. Maintain communications with senior staff members to ensure that the fire chief is promptly
63 notified of any department related matters that require his active presence or action thereon;
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65 7. Appoint or remove career and volunteer fire line officers;
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67 8. Direct the use or transfer of fire department vehicles, equipment or personal property within or
68 outside of the city fire district;
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70 9. Prepare a proposed budget and administer the fire department budget as adopted by the city;
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72 10. Approve the operational use of all fire-fighting and emergency medical services apparatus,
73 vehicles, tools and equipment;
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75 11. Attend or appoint a designee to attend the meetings of each volunteer fire company;
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77 12. Serve as liaison with the county and volunteer fire departments on operational issues;
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79 13. Be considered to be on duty at all times;
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81 14. Promulgate rules and regulations governing the operation of the fire department and its
82 provision of emergency service-~~3~~
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84 15. Serve as the authority having jurisdiction over the City Fire Prevention Code. This authority
85 may be delegated by the Chief to the Fire Marshal-; and
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87 **16. Designate in writing who of the career deputies shall be the second and third in command**
88 **in the Department and who shall assume the duties and responsibilities of the fire chief in the event**
89 **the fire chief is unable to fulfill his or her duties and responsibilities due to illness, incapacity, or**
90 **absence.**
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93 **Section 2.** Chapter 2.16.020(G) governing the duties and responsibilities of the deputy fire chiefs
94 (Career and Volunteers) is amended as follows:
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96 G. Duties and Responsibilities of Duty Fire Chiefs (Career and Volunteers)
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- 98 1. ~~The deputy fire chief of administrative services, or second in command after the fire chief,~~
99 ~~when on duty in the absence of the fire chief, shall assume all of the duties and~~
100 ~~responsibilities of the fire chief and for the time being shall possess all of the authority under the existing~~
101 ~~laws and regulations as have been laid down for the guidance and direction of the fire chief.~~

The deputy fire chief **of administrative services** shall assist the fire chief in the day-to-day operations of the fire department, and shall be subject to the direction and control of the fire chief.

2. ~~The deputy fire chief of operations or third in command after the fire chief and deputy fire chief of administrative services, when on duty in the absence of the fire chief and deputy fire chief of administrative services, shall assume all of the duties and responsibilities of the fire chief and for the time being shall possess all of the authority under the existing laws and regulations as have been laid down for the guidance and direction of the fire chief and deputy fire chief of administrative services.~~

The deputy fire chief of operations shall assist the fire chief in the day-to-day operations of the fire department, and shall be subject to the direction and control of the fire chief. The deputy fire chief of operations shall have primary responsibility for managing the coordination of activities, personnel, resources and operations of the fire department.

3. ~~The deputy fire chief of volunteer services or fourth in command after the fire chief and deputy fire chief of administrative services and deputy chief of operations, when on duty in the absence of the fire chief and deputy fire chief of administrative services deputy chief of operations, shall assume all of the duties and responsibilities of the fire chief and for the time being shall possess all of the authority under the existing laws and regulations as have been laid down for the guidance and direction of the fire chief and deputy fire chief of administrative services deputy chief of operations and deputy fire chief of administrative services and deputy chief of operations. The deputy fire chief of volunteer services shall assist the fire chief and other deputy fire chiefs in the day-to-day operations of the fire department, and shall be subject to the direction and control of the fire chief. The deputy fire chief (**of volunteer services**) shall **also** have primary responsibility for managing the volunteer component of the fire department. The deputy chief of volunteer services is fourth in command in the Department after the fire chief and shall assume all duties and responsibilities of the fire chief in the event the fire chief and the second and third in command are unable to fulfill the fire chief's duties and responsibilities due to illness, incapacity, or absence.~~

BE IT FURTHER ENACTED AND ORDAINED BY THE COUNCIL OF THE CITY OF SALISBURY, MARYLAND, as follows:

Section 3. It is the intention of the Mayor and Council of the City of Salisbury that each provision of this Ordinance shall be deemed independent of all other provisions herein.

Section 4. It is further the intention of the Mayor and Council of the City of Salisbury that if any section, paragraph, subsection, clause, or provision of this Ordinance shall be adjudged invalid, unconstitutional or otherwise unenforceable under applicable Maryland or federal law, such adjudication shall apply only to the section, paragraph, subsection, clause, or provision so adjudged and all other provisions of this Ordinance shall remain and shall be deemed valid and enforceable.

Section 5. The recitals set forth hereinabove are incorporated into this section of the Ordinance as if such recitals were specifically set forth at length in this Section 5.

Section 6. This Ordinance shall take effect from and after the date of its final passage.

THIS ORDINANCE was introduced and read at a Meeting of the Mayor and Council of the City of Salisbury held on the __ day of _____, 2025 and thereafter, a statement of the substance of the Ordinance having been published as required by law, in the meantime, was finally passed by the Council of the City of Salisbury on the __ day of _____, 2025.

150 ATTEST:

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153 _____
Julie A. English, City Clerk

D'Shawn M. Doughty, City Council President

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156 Approved by me, this _____ day of _____, 2025.

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160 _____
Randolph J. Taylor, Mayor