

Introduced April 6, 2020  
Public Hearing April 20, 2020  
Council Action May 4, 2020  
Executive Action May 6, 2020  
Effective Date July 6, 2020

## County Council of Howard County, Maryland

2020 Legislative Session

Legislative Day No. 5

Bill No. 15-2020

Introduced by: The Chairperson at the request of the County Executive

AN ACT amending the Classification Plan for Howard County to amend the minimum education and experience requirements for employees in the Department of Fire and Rescue Services; and generally relating to amendments to the Howard County Classification Plan.

Introduced and read first time April 6, 2020. Ordered posted and hearing scheduled.

By order

Diane Schwartz Jones  
Diane Schwartz Jones, Administrator

Having been posted and notice of time & place of hearing & title of Bill having been published according to the Charter, the Bill was read for a second time at a public hearing on April 20, 2020.

By order

Diane Schwartz Jones  
Diane Schwartz Jones, Administrator

This Bill was read the third time on May 4, 2020 and Passed  Passed with amendments \_\_\_\_\_, Failed \_\_\_\_\_.

By order

Diane Schwartz Jones  
Diane Schwartz Jones, Administrator

Sealed with the County Seal and presented to the County Executive for approval this 5<sup>th</sup> day of May, 2020 at 2:20 p.m.

By order

Diane Schwartz Jones  
Diane Schwartz Jones, Administrator

Approved/Vetoed by the County Executive May 6, 2020

Calvin Ball  
Calvin Ball, County Executive

NOTE: [[text in brackets]] indicates deletions from existing law; TEXT IN SMALL CAPITALS indicates additions to existing law; Strike-out indicates material deleted by amendment; Underlining indicates material added by amendment.

1           **WHEREAS**, Section 706 of the Howard County Charter and Section 1.201 of the  
2 Howard County Code provide for the adoption of and amendment to the Classification Plan for  
3 Howard County, which describes the qualifications, duties, and general requirements for each  
4 class of positions within County government; and

5  
6           **WHEREAS**, by passage of Council Bill No. 58-2019, the Classification Plan for the  
7 Uniformed Public Safety, Fire Operations, Management & Support class, was amended to add a  
8 position description for the position of Administrator, Office of Emergency Management; and

9  
10           **WHEREAS**, the Classification Plan needs further amendments to the Uniformed Public  
11 Safety, Fire Operations, management and support class in order to make changes to the education  
12 and experience requirements for the positions of Assistant Chief, Battalion Chief, Fire Captain,  
13 and Fire Fighter Lieutenant; and

14  
15           **WHEREAS**, under Section 1.201(c) of the County Code, the Classification Plan, and any  
16 amendments thereto, are adopted by the County Council as attachments to the Council Bill  
17 through which the County Council exercises its legislative action on the Classification Plan.

18  
19           **NOW, THEREFORE,**

20  
21           *Section 1. Be It Enacted by the County Council of Howard County, Maryland that, subject to*  
22 *Council Bill No. 58-2019, the Classification Plan of Howard County is hereby amended, as*  
23 *shown in the attached Exhibit to this Bill.*

24  
25           *Section 2. And Be It Further Enacted by the County Council of Howard County, Maryland that*  
26 *only Occupational Group 2, Uniformed Public Safety; Class Family 2-5 Fire Operations,*  
27 *Management, & Support is amended, as shown in the attached exhibit, and all other*  
28 *occupational groups not attached to this Act shall remain in full force and effect.*

29  
30           *Section 3. And Be It Further Enacted by the County Council of Howard County, Maryland,*  
31 *that this Act shall become effective 61 days after its enactment.*

**OCCUPATIONAL GROUP 2. UNIFORMED PUBLIC SAFETY  
CLASS FAMILY 2-5 FIRE OPERATIONS, MANAGEMENT, & SUPPORT**

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2519	CHIEF, FIRE & RESCUE SERVICES	Performs executive level fire and rescue operations work under executive direction. Work includes directing the general operation of the Department of Fire and Rescue Services, advising the County Executive and County Council on related issues, and developing the departmental and related capital budget program.	Bachelor Degree	10 Years	N/A	E
2518	MEDICAL DIRECTOR	Provides oversight and consultative services to emergency medical service (EMS) operations of the Department of Fire and Rescue services. Conducts audits, reviews protocols, develops training, evaluates certifications, may participate in pre-hospital care, and ensures county compliance with COMAR and MIEMSS.	Doctorate Degree	5 years of Board Certified experience in emergency medicine	Licensed by the State of Maryland to practice medicine	E
2517	DEPUTY CHIEF	Performs advanced administrative fire and rescue operations work under executive level direction. Work includes managing assigned groups of departmental personnel as established by the Chief of Fire and Rescue Services and acting as the Chief during absences. Work also includes assisting the Chief of Fire and Rescue Services in establishing departmental policies, goals, objectives, and budgets.	Bachelor Degree	8 Years	Class C Driver's License	E
2516	ADMINISTRATOR, OFFICE OF EMERGENCY MANAGEMENT	Performs advanced administrative emergency management under executive level direction. Work includes responsibility for overall management and strategic direction of the Office of Emergency Management to include establishing policies, disaster preparation, and leading the response and recovery efforts. Advises and provides information to the County Executive, Chief Administrative Office and the Chief, Fire and Rescue Services regarding emergency preparation and situations.	[[Bachelors]] BACHELOR degree No experience equivalency	5 years	Certified Emergency Manager from International Association of Emergency Managers	E

No.	CLASS TITLE	CLASS DESCRIPTION	Min Edu	Min Exp	Lics/Cert	FLSA
2515	ASSISTANT CHIEF	Performs mid-management and advanced level fire and rescue operations-work under general supervision from an administrative or technical superior. Work includes responsibility for the efficient operation of a major bureau within the Department of Fire and Rescue Services and assisting in formulating and implementing departmental goals and objectives. Work also includes monetary responsibility for preparation and monitoring of bureau budgets.	<p>One hundred five (105) semester-based credits (or 158 quarter-based credits [[towards a degree program at an accredited post-secondary institution and at least three (3) semester-based college credits (or 5 quarter-based credits) achieved by successful course completion at that institution in the previous 12 months from list eligibility]]</p> <p>FROM AN ACCREDITED POST-SECONDARY INSTITUTION</p> <p>No experience equivalency</p> <p><i>Effective [[09/01/2021]] 12/31/2022</i></p> <p><i>Bachelor's Degree</i></p> <p><i>No experience equivalency</i></p>	<p>Five (5) years credible service classified as a HCDFRS Fire Captain and/or HCDFRS Battalion Chief</p> <p>[[OR</p> <p>Four (4) years credible service classified as a HCDFRS Fire Captain and/or HCDFRS Battalion Chief</p> <p>AND</p> <p>Master's degree]]</p>	<p>General Order #100.04</p> <p>Position Requirements - Licenses, Certifications, Experience and Education Prerequisites</p>	E

No.	CLASS TITLE	CLASS DESCRIPTION	Min Edu	Min Exp	Lic/Cert	FLSA
2513	BATTALION CHIEF	Performs senior supervisory and advanced level fire and rescue operations work under general supervision from an administrative or technical superior. Work includes effective and efficient management of the assigned fire district or programs and attainment of established goals and programs.	<p>[[Seventy-five (75) semester-based credits (or 113 quarter-based credits) towards a degree program at an accredited post-secondary institution and at least three (3) semester-based college credits (or 5 quarter-based credits) achieved by successful course completion at that institution in the previous 12 months from list eligibility]]</p> <p>SIXTY (60) SEMESTER-BASED CREDITS (OR 90 QUARTER-BASED CREDITS) FROM AN ACCREDITED POST-SECONDARY INSTITUTION</p> <p>No experience equivalency</p> <p><i>Effective [[09/01/2021]]</i></p> <p><i>12/31/2022</i></p> <p><i>Ninety (90) semester-based credits (or 135 quarter-based credits) towards a BACHELOR'S degree program at an accredited post-secondary institution</i></p> <p>No experience equivalency</p>	<p>Two (2) years credible service classified as a HCDFRS Fire Captain</p> <p>[[OR</p> <p>One (1) year credible service classified as a HCDFRS Fire Captain</p> <p>AND</p> <p>Master's degree]]</p>	General Order #100.04 Position Requirements - Licenses, Certifications, Experience and Education Prerequisites	E

No.	CLASS TITLE	CLASS DESCRIPTION	Min Edu	Min Exp	Lics/Cert	FLSA
2511	FIRE CAPTAIN	<p>Performs supervisory and advanced level fire and rescue operations work under general supervision from an administrative or technical superior. Work includes serving as a shift supervisor and/or performing responsible staff work. Work also includes responsibility for the skilled and efficient operation of assigned personnel and equipment. May participate in other department programs such as training or inspections.</p>	<p>Forty-five (45) semester-based credits (or 68 quarter-based credits) [[and at least three (3) college credits (or 5 quarter based credits) or achieved by successful course completion at an accredited post-secondary institution in the previous 12 months from list eligibility]]  FROM AN ACCREDITED POST-SECONDARY INSTITUTION  No experience equivalency  <i>Effective</i>  [[09/01/2021]]  12/31/2022  [[An Associate's Degree  OR]]  <i>Seventy-five (75) semester-based credits (or 113 quarter-based credits) [[towards a degree program at an accredited</i></p>	<p>Two (2) years credible service classified as a HCDFRS Firefighter Lieutenant  [[OR  One (1) year credible service classified as a HCDFRS Firefighter Lieutenant  AND  Bachelor's Degree]]</p>	<p>General Order #100.04  Position Requirements - Licenses, Certifications, Experience and Education Prerequisites</p>	E

			<p><i>post-secondary institution and at least three (3) semester-based college credits (or 5 quarter-based credits) achieved by successful course completion at that institution in the previous 12 months from list eligibility]]</i></p> <p>FROM AN ACCREDITED POST-SECONDARY INSTITUTION</p> <p>No experience equivalency</p>			
2507 *	FIRE FIGHTER LIEUTENANT	<p>Performs senior technical level fire and rescue operations work, which may include supervisory responsibility, under general supervision from an administrative or technical superior. Work includes fire suppression; advanced life support (ALS); emergency medical and rescue service work; operating and maintaining tools, equipment and apparatus; participating in fire prevention and protection activities as well as departmental training programs; and performing staff work or as a shift supervisor in the absence of a higher-ranking officer. Work also includes skilled tasks in response to fire, rescue and medical emergencies.</p>	<p>Thirty (30) semester-based credits (or 45 quarter-based credits)-[[and at least three (3) semester-based college credits (or 5 quarter-based credits achieved by successful course completion at an accredited post-secondary institution in the previous 12 months from list eligibility]]</p>	<p>Four (4) years credible service classified as a HCDFRS Firefighter</p> <p>[[OR</p> <p>Three (3) years credible service classified as a HCDFRS Firefighter which includes three (3) years credible service as a Departmentally-authorized</p>	<p>General Order #100.04 Position Requirements - Licenses, Certifications, Experience and Education Prerequisites</p>	N

			<p>FROM AN ACCREDITED POST-SECONDARY INSTITUTION</p> <p>No experience equivalency</p> <p><i>Effective</i>  [[09/01/2021]]  12/31/2022</p> <p><i>Forty-five (45) semester-based credits (or 68 quarter-based credits)</i> FROM AN ACCREDITED POST-SECONDARY INSTITUTION</p> <p><i>No experience equivalency</i></p>	Operational Paramedic]]		
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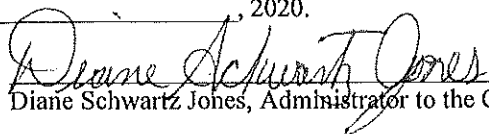
No.	CLASS TITLE	CLASS DESCRIPTION	Min Edu	Min Exp	Lics/Cert	FLSA
2506	MASTER FIREFIGHTER/HVO	Performs advanced technical level fire and rescue operations work at the Master Firefighter level plus operates fire and rescue vehicles at the heavy vehicle operator level.	High School Diploma or GED  And meet minimum requirements for Firefighter	Served for 3 years beyond the Firefighter Trainee level	General Order #100.04  Position Requirements - Licenses, Certifications, Experience and Education Prerequisites	E/N
2505 *	MASTER FIRE FIGHTER	Performs advanced technical level fire and rescue operations work, under general supervision from a technical superior. Work is as part of a crew and includes fire suppression; advanced life support (ALS); emergency medical and rescue service work; operating and maintaining tools, equipment and apparatus; participating in fire prevention and protection activities; and performing staff work.	High School Diploma or GED  and meet minimum requirements for Firefighter	Served for 3 years beyond the Firefighter Trainee level	General Order #100.04  Position Requirements - Licenses, Certifications, Experience and Education Prerequisites	N
2504	FIRE FIGHTER/HVO	Performs intermediate technical level fire and rescue operations work at the Firefighter level plus operates fire and rescue vehicles at the heavy vehicle operator level.	High School Diploma or GED  And meet minimum requirements for Firefighter Recruit	12 months service as Firefighter Recruit following graduation from an approved fire academy	General Order #100.04  Position Requirements - Licenses, Certifications, Experience and Education Prerequisites	N

No.	CLASS TITLE	CLASS DESCRIPTION	Min Edu	Min Exp	Lics/Cert	FLSA
2503 *	FIRE FIGHTER	Performs intermediate technical level fire and rescue operations work under general supervision from a technical superior. Work is as part of a crew and includes fire suppression; advanced life support (ALS); emergency medical and rescue service work; operating and maintaining tools, equipment and apparatus; participating in fire prevention and protection activities; and performing staff work.	High School Diploma or GED  and meet minimum requirements for Firefighter Recruit	12 months service as Firefighter Recruit following graduation from an approved fire academy	General Order #100.04  Position Requirements - Licenses, Certifications, Experience and Education Prerequisites	N
2501 *	FIREFIGHTER RECRUIT	Performs probationary level fire and rescue operations work under close supervision from a technical superior. Work includes learning basic fire fighting, emergency vehicle driving, and rescue and emergency medical techniques and methods. Work also includes acting as a member of a fire fighting crew, ambulance or rescue team; and operating fire, rescue or emergency medical equipment as directed. Continued employment is contingent upon the incumbent being reclassified as Firefighter.	High School Diploma or GED  Graduated from fire academy approved by the Howard County Chief of Fire and Rescue Services	Minimum Age of 18 Years	General Order #100.04  Position Requirements - Licenses, Certifications, Experience and Education Prerequisites	N
2500 *	FIREFIGHTER TRAINEE	Performs entry level and probationary fire and rescue services work. An employee in this class attends training academy and trains to perform fire and rescue operations. This is a training classification and continued employment is contingent upon the incumbent being reclassified as Firefighter Recruit.	High School Diploma or GED	Minimum Age of 18 Years	General Order #100.04  Position Requirements - Licenses, Certifications, Experience and Education Prerequisites	N

BY THE COUNCIL

This Bill, having been approved by the Executive and returned to the Council, stands enacted on

May 6, 2020.

  
Diane Schwartz Jones, Administrator to the County Council

BY THE COUNCIL

This Bill, having been passed by the yeas and nays of two-thirds of the members of the Council notwithstanding the objections of the Executive, stands enacted on \_\_\_\_\_, 2020.

\_\_\_\_\_  
Diane Schwartz Jones, Administrator to the County Council

BY THE COUNCIL

This Bill, having received neither the approval nor the disapproval of the Executive within ten days of its presentation, stands enacted on \_\_\_\_\_, 2020.

\_\_\_\_\_  
Diane Schwartz Jones, Administrator to the County Council

BY THE COUNCIL

This Bill, not having been considered on final reading within the time required by Charter, stands failed for want of consideration on \_\_\_\_\_, 2020.

\_\_\_\_\_  
Diane Schwartz Jones, Administrator to the County Council

BY THE COUNCIL

This Bill, having been disapproved by the Executive and having failed on passage upon consideration by the Council stands failed on \_\_\_\_\_, 2020.

\_\_\_\_\_  
Diane Schwartz Jones, Administrator to the County Council

BY THE COUNCIL

This Bill, the withdrawal of which received a vote of two-thirds (2/3) of the members of the Council, is withdrawn from further consideration on \_\_\_\_\_, 2020.

\_\_\_\_\_  
Diane Schwartz Jones, Administrator to the County Council

**Office of the County Auditor  
Auditor's Analysis**

**Council Bill No. 15-2020**

Introduced: April 6, 2020

Auditor: Monica Kearns

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Fiscal Impact:

This legislation has a short-term and a long-term impact in tuition reimbursement costs for the Department of Fire and Rescue Services (DFRS).

In the short-term, costs are reduced by approximately \$8,600 as a result of changes in college credits required for the Assistant Chief and Battalion Chief. This assumes two promotions to Assistant Chief for 15 additional credits and six promotions to Battalion Chief for 15 fewer credits.

In the long-term, the fiscal impact of additional required college credits is delayed until after December 31, 2022. Beginning January 1, 2023, costs will increase by approximately \$2,243 to \$19,288 per position. (*See Assumptions and Calculations below.*)

The fiscal effects will be spread over multiple years because employees of DFRS are likely taking courses on a part-time basis, and the tuition reimbursement program is limited to \$1,500 per person annually.<sup>1</sup>

Purpose:

This legislation would amend educational requirements for the Assistant Chief (AC), Battalion Chief (BC), Fire Captain (FC), and Fire Fighter Lieutenant (FFLT) classifications in DFRS as follows:

- Postpones the planned increase in number of college credits required from September 1, 2021, to December 31, 2022, for all positions noted above;
- Reduces the required college credits for BC from 75 to 60;
- Removes requirement of earning some credits within 12 months prior to eligibility;
- Removes the substitution of a bachelor's or master's degree for one year of experience for all positions except FFLT; and
- Removes the substitution of three years of service as a paramedic for one year of fire fighter experience for FFLT.

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<sup>1</sup> Howard County Employee Manual last revised Dec. 10, 2019, page 21.

Other Comments:

To fill vacancies due to expected retirements, DFRS proposes to postpone the increased college credit requirements, which is expected to expand the pool of qualified candidates.

The DFRS reports that employees promoted to the affected classifications would not be required to earn additional college credits to retain their position.

The education and experience requirements are based on standards from the National Fire Protection Association, according to DFRS.

Since Fiscal Year 2017, the County has provided an average of \$1,324 in reimbursement annually for the classifications affected by this legislation (approximately \$30,000 annually department-wide).

Assumptions / Calculations:

The DFRS expects 15 retirements prior to Dec. 31, 2022, among the four classifications, resulting in a cumulative 33 positions to fill through promotions:

- Two Assistant Chief (AC) – two retirements;
- Six Battalion Chief (BC) – four retirements plus filling of two AC vacancies;
- Ten Fire Captain (FC) – four retirements plus filling of six BC vacancies; and
- Fifteen Fire Fighter Lieutenant – five retirements plus filling of ten FC vacancies.
- Thirty-three total positions filled.

The following are estimated tuition costs:

<b>Classification</b>	<b>Additional Credits Required Beginning Jan. 1, 2023</b>	<b>Fiscal Impact: Cost of Additional Credits</b>
Assistant Chief	60	\$19,288
Battalion Chief	45	6,792
Captain	45	6,792
Lieutenant	15	2,243
<b>Total</b>	<b>165</b>	<b>\$35,115</b>

Our assumptions are:

- Employees take up to 10 course credits per year.
- The University of Maryland Global Campus tuition rate of \$300 per credit hour, increased annually by 1.7 percent, was used for the bachelor's degree requirement. The Howard Community College (HCC) tuition rate of \$140 per credit hour, increased annually by 1.9 percent, was used for other college credit requirements.<sup>2</sup>

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<sup>2</sup> Maryland Higher Education Commission *2020 Data Book*, pages 35 and 36:  
<https://mhec.state.md.us/publications/Pages/default.aspx>