

Introduced 12/7/15  
Public Hearing 12/21/15  
Council Action 1/4/16  
Executive Action \_\_\_\_\_  
Effective Date \_\_\_\_\_

## County Council Of Howard County, Maryland

2015 Legislative Session

Legislative Day No. 13

Bill No. 53-2015

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

AN ACT amending certain minimum educational and experience requirements for certain positions in the Department of Fire and Rescue Service; and generally relating to amendments to the Howard County Classification Plan.

Introduced and read first time December 7, 2015. Ordered posted and hearing scheduled.

By order Jessica Feldmark  
Jessica Feldmark, Administrator

Having been posted and notice of time & place of hearing & title of Bill having been published according to Charter, the Bill was read for a second time at a public hearing on December 21, 2015.

By order Jessica Feldmark  
Jessica Feldmark, Administrator

This Bill was read the third time on January 4, 2016 and Passed       , Passed with amendments       , Failed        withdrawn.

By order Jessica Feldmark  
Jessica Feldmark, Administrator

Sealed with the County Seal and presented to the County Executive for approval this \_\_\_\_ day of \_\_\_\_\_, 2016 at \_\_\_\_ a.m./p.m.

By order \_\_\_\_\_  
Jessica Feldmark, Administrator

Approved/Vetoed by the County Executive \_\_\_\_\_, 2016

\_\_\_\_\_  
Allan H. Kittleman, 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**, this amendment to the Classification Plan amends the minimum education  
7       and experience requirements for the positions of Assistant Chief, Battalion Chief, Fire Captain,  
8       and Fire Fighter Lieutenant; and

9  
10       **WHEREAS**, under Section 1.201(c) of the County Code, the Classification Plan, and any  
11       amendments thereto, are adopted by the County Council as attachments to the Council Bill  
12       through which the County Council exercises its legislative action on the Classification Plan.

13  
14       **NOW, THEREFORE,**

15  
16       ***Section 1. Be It Enacted** by the County Council of Howard County, Maryland that it adopts*  
17       *amendments to the Classification Plan of Howard County, as attached to this Bill.*

18  
19       ***Section 2. And Be It Further Enacted** by the County Council of Howard County, Maryland,*  
20       *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**

<b>No.</b>	<b>Class Title</b>	<b>Class Description</b>	<b>Min. Educ.</b>	<b>Min. Exper.</b>	<b>Lisc./Cert.</b>	<b>FLSA</b>
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

11/24/15

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./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.	High School Diploma or GED and 90 college credits [[Eff. FY 2017 Bachelor Degree (No Exp. Equivalency)]] EFFECTIVE 11/1/2016: BACHELOR'S DEGREE No EXPERIENCE EQUIVALENCY	Serve satisfactorily for 1 year at the level of a Howard County Fire Captain [[Eff. FY 2017 Serve satisfactorily for 7 years at the level of a HCDFRS Fire Captain or Battalion Chief]] EFFECTIVE 11/1/2016: 7 YEARS AT THE LEVEL OF A HCDFRS FIRE CAPTAIN AND/OR AT THE LEVEL OF A HCDFRS BATTALION CHIEF.	General Order #100.04 Position Requirements - Licenses, Certifications, Experience and Education Prerequisites	E

11/24/15

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./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.	High School Diploma or GED and 60 college credits  [[Eff. FY 2017 90 College Credits (No Exp. Equivalency)]]  EFFECTIVE 11/1/2016: 90 SEMESTER-BASED CREDITS (OR 135 QUARTER-BASED CREDITS)  NO EXPERIENCE EQUIVALENCY	Serve satisfactorily for 1 year as a HCDFRS Fire Captain [[Eff. FY 2017 Serve satisfactorily for 3 years as a HCDFRS Fire Captain ]]  EFFECTIVE 11/1/2016: 3 YEARS CREDIBLE SERVICE CLASSIFIED AS A HCDFRS FIRE CAPTAIN.	General Order #100.04  Position Requirements - Licenses, Certifications, Experience and Education Prerequisites	E

11/24/15

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2511	FIRE CAPTAIN	Performs supervisory and advanced level fire and rescue operations work, at the first line supervisory level, 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.	High School Diploma or GED and 30 college credits [[Eff. 11/1/ 2016 Associates Degree or active student with 75 college credits (No Exp. Equivalency)]] EFFECTIVE 11/1/2016: AN ASSOCIATE'S DEGREE OR 75 SEMESTER-BASED CREDITS (OR 115-QUARTER BASED CREDITS) WITH ACTIVE STUDENT IN A FOUR-YEAR DEGREE PROGRAM. NO EXPERIENCE EQUIVALENCY	Served satisfactorily for 1 year as Firefighter Lieutenant [[Eff. 11/1/ 2016 Serve satisfactorily for 2 years as a HCDFRS Fire Fighter Lieutenant]] EFFECTIVE 11/1/2016: 2 YEARS CREDIBLE SERVICE CLASSIFIED AS A HCDFRS FIREFIGHTER LIEUTENANT	General Order #100.04 Position Requirements - Licenses, Certifications, Experience and Education Prerequisites	E

11/24/15

No.	Class Title	Class Description	Min. Educ.	Min. Exper.	Lisc./Cert.	FLSA
2507 *	FIRE FIGHTER LIEUTENANT	Performs senior technical level fire and rescue operations work, which may include occasional 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.	High School Diploma or GED and 15 college credits [[Eff. 11/1/2016 45 college credits (No Exp. Equivalency)]] EFFECTIVE 11/1/2016: 45 SEMESTER-BASED CREDITS (OR 67 QUARTER - BASED CREDITS) NO EXPERIENCE EQUIVALENCY	4 Years of service in The HCDFRS at the rank of FF Trainee or above [[Eff. 11/1/2016 Serve satisfactorily for 4 years as a HCDFRS Firefighter ]]  EFFECTIVE 11/1/2016: 4 YEARS CREDIBLE SERVICE CLASSIFIED AS A HCDFRS FIREFIGHTER	General Order #100.04 Position Requirements - Licenses, Certifications, Experience and Education Prerequisites	E/N



# Howard County

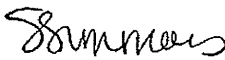
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## Internal Memorandum

**Subject:** Council Testimony and Fiscal Impact Statement

**To:** Lonnie Robbins  
Chief Administrative Officer

**Through:**   
Wanda Hutchinson  
Human Resources Administrator

**From:** Stacey Simmons   
Acting Chief, Classification and Pay

**Date:** November 24, 2015

The Administration is seeking Council approval for a bill amending the classification plan for certain education and experience requirements.

The Howard County Department of Fire and Rescue Services has proposed changes for the educational and experience requirements for the Assistant Chief, Battalion Chief, Fire Captain and Fire Fighter Lieutenant. The revisions reflect the requirements set forth by General Order 100.04 which cover experience and education prerequisites and will become effective November 1<sup>st</sup>, 2016. The proposed changes are being requested at this time to ensure personnel are aware of the new requirements for promotion within the department. The changes also reflect consistent effective dates for each classification. There will not be any fiscal impact created by the revisions.

cc: Jennifer Sager

## Habicht, Kelli

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**From:** Feldmark, Jessica  
**Sent:** Monday, January 04, 2016 4:35 PM  
**To:** Hightower, Rozonna; Hammond, Patricia; Habicht, Kelli; Scott, Stephanie; Sayers, Margery  
**Subject:** FW: Withdrawal memos  
**Attachments:** 20160104142357607.pdf

Please see attached for CR177 & CB53 for legislative books, files, and posting...

Thanks,  
Jess

Jessica Feldmark  
Administrator  
Howard County Council  
410-313-3111  
[jfeldmark@howardcountymd.gov](mailto:jfeldmark@howardcountymd.gov)

-----Original Message-----

From: Sager, Jennifer  
Sent: Monday, January 04, 2016 2:20 PM  
To: Feldmark, Jessica  
Subject: Withdrawal memos

For this evening.

-----Original Message-----

From: [savinscanner@howardcountymd.gov](mailto:savinscanner@howardcountymd.gov) [<mailto:savinscanner@howardcountymd.gov>]  
Sent: Monday, January 04, 2016 2:24 PM  
To: Sager, Jennifer  
Subject: Message from "RNP0026738B457E"

This E-mail was sent from "RNP0026738B457E" (MP C4503):

Scan Date: 01.04.2016 14:23:57 (-0500)

Queries to: [savinscanner@howardcountymd.gov](mailto:savinscanner@howardcountymd.gov)



# Howard County

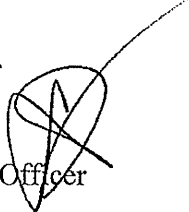
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## Internal Memorandum

**Subject:** Council Bill No. 53-2015

**To:** Dr. Calvin Ball,  
County Council Chair

**From:** Lonnie R. Robbins  
Chief Administrative Officer



**Date:** January 4, 2016

The Administration requests that Council Bill No. 53-2015 be withdrawn at the Council's next legislative session.

If you have any questions about this matter, please feel free to contact Jennifer Sager, the Legislative Coordinator, at extension 2164. Thank you.

cc: Jessica Feldmark  
Wanda Hutchinson  
Gary W. Kuc



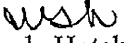
# Howard County

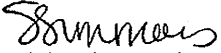
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