

Introduced 3/7/16  
Public Hearing 3/21/16  
Council Action 4/4/16  
Executive Action 4/14/16  
Effective Date 6/14/16

## County Council Of Howard County, Maryland

2016 Legislative Session

Legislative Day No. 3

Bill No. 18 -2016

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 March 7, 2016. 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 March 21, 2016.

By order

Jessica Feldmark  
Jessica Feldmark, Administrator

This Bill was read the third time on April 4, 2016 and Passed , Passed with amendments \_\_\_\_\_, Failed \_\_\_\_\_

By order

Jessica Feldmark  
Jessica Feldmark, Administrator

Sealed with the County Seal and presented to the County Executive for approval this 7<sup>th</sup> day of April, 2016 at 11 a.m./p.m.

By order

Jessica Feldmark  
Jessica Feldmark, Administrator

Approved/Vetoed by the County Executive April 14, 2016

Allan H. Kittleman  
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.*

No.	Class Title	Class Description	Min. Edu	Min. Exp	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]] EFFECTIVE 11/1/2016 Bachelor Degree (No Exp. Equivalency)	Serve satisfactorily for 1 year at the level of a Howard County Fire Captain [[Eff. FY 2017]] EFFECTIVE 11/1/2016 [[Serve satisfactorily for 7 years at the level of a HCDFRS Fire Captain or Battalion Chief]] 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

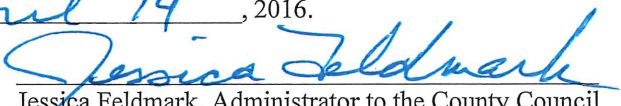
No.	Class Title	Class Description	Min. Edu	Min. Exp	Lisc/Cert	FLSA
2513	BATTALION CHIEF	Performs senior supervisory and advanced level fire and rescue operations work under general supervision from an administrative or technical superior. Work includes effective and efficient management of the assigned fire district or programs and attainment of established goals and programs.	High School Diploma or GED and 60 college credits [[Eff. FY 2017]] EFFECTIVE 11/1/2016 90 [[College Credits]] SEMESTER-BASED CREDITS (135 QUARTER-BASED CREDITS) (No Exp. Equivalency)	Serve satisfactorily for 1 year as a HCDFRS Fire Captain [[Eff. FY 2017]] EFFECTIVE 11/1/2016 [[Serve satisfactorily for 3 years as a HCDFRS Fire Captain]] 3 YEARS CREDIBLE SERVICE CLASSIFIED AS A HCDFRS FIRE CAPTAIN	General Order #100.04 Position Requirements - Licenses, Certifications, Experience and Education Prerequisites	E

No.	Class Title	Class Description	Min. Edu	Min. Exp	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.]] EFFECTIVE 11/1/ 2016 Associates Degree or active student with 75 college credits (OR 115 QUARTER BASED CREDITS) (No Exp. Equivalency)	Served satisfactorily for 1 year as Firefighter Lieutenant [[Eff.]] EFFECTIVE 11/1/ 2016 [[Serve satisfactorily for 2 years as a HCDFRS Fire Fighter Lieutenant]] 2 YEARS CREDIBLE SERVICE CLASSIFIED AS A HCDFRS FIREFIGHTER LIEUTENANT	General Order #100.04 Position Requirements - Licenses, Certifications, Experience and Education Prerequisites	E/N

No.	Class Title	Class Description	Min. Edu	Min. Exp	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.]] EFFECTIVE 11/1/2016 45 [[college credits]] SEMESTER BASED CREDITS (67 QUARTER-BASED CREDITS) (No Exp. Equivalency)	4 Years of service in The HCDFRS at the rank of FF Trainee or above [[Eff.]] EFFECTIVE 11/1/2016 [[Serve satisfactorily for 4 years as a HCDFRS Firefighter ]] 4 YEARS CREDIBLE SERVICE AS A HCDFRS FIREFIGHTER	General Order #100.04 Position Requirements - Licenses, Certifications, Experience and Education Prerequisites	E

BY THE COUNCIL

This Bill, having been approved by the Executive and returned to the Council, stands enacted on April 14, 2016.

  
\_\_\_\_\_  
Jessica Feldmark, 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 \_\_\_\_\_, 2016.

\_\_\_\_\_  
Jessica Feldmark, 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 \_\_\_\_\_, 2016.

\_\_\_\_\_  
Jessica Feldmark, 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 \_\_\_\_\_, 2016.

\_\_\_\_\_  
Jessica Feldmark, 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 \_\_\_\_\_, 2016.

\_\_\_\_\_  
Jessica Feldmark, 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 \_\_\_\_\_, 2016.

\_\_\_\_\_  
Jessica Feldmark, Administrator to the County Council




# Howard County

---

## Internal Memorandum

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

**To:** Lonnie Robbins  
Chief Administrative Officer

**Through:**   
Wanda Hutchinson  
Human Resources Administrator

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

**Date:** February 26, 2016

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 classifications of Assistant Chief, Battalion Chief, Captain and Lieutenant. The education and experience requirements listed in the Classification Plan are based on the General Order 100.4, and currently, the effective dates are not consistent; two classifications have the effective dates listed as FY 2017 and two classifications have the effective dates of November 1, 2016. It is very important the effective dates are consistent to avoid confusion or misinterpretation. We are requesting the approval to change the effective dates for all of the classifications to November 1, 2016.

We are also seeking approval for the modification to the educational requirements. In this section, we have added clarification of quarter-based and semester-based credits to account for the differences in awarded credits from multiple colleges and universities.

The final request for approval is the modification to the wording in the experience section of the requirements. The new wording does not change the requirement, just restates it for clarity.

There will not be any fiscal impact created by the revisions.

cc: Jennifer Sager