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BOARD OF COUNTY COMMISSIONERS
February 5, 2019
OPEN SESSION AGENDA

- 07:00 A.M. STATE OF THE COUNTY PRESENTATION
Location: Fountain Head Country Club, 13316 Fountain Head Road, Hagerstown
HOSTED BY: HAGERSTOWN-WASHINGTON COUNTY CHAMBER OF COMMERCE
- 09:15 A.M. DEPART FOR 100 WEST WASHINGTON ST., SUITE 1113, HAGERSTOWN
- 10:00 A.M. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE
CALL TO ORDER, *President Jeffrey A. Cline*
APPROVAL OF MINUTES – January 29, 2019
- 10:05 A.M. COMMISSIONERS' REPORTS AND COMMENTS
- 10:15 A.M. REPORTS FROM COUNTY STAFF
- 10:25 A.M. CITIZENS PARTICIPATION
- 10:35 A.M. CONTRACT AWARD (PUR-1403) LANDFILL INSPECTION SERVICES REQUIREMENTS
CONTRACT – *Rick Curry, CPPO, Director, Purchasing Department, and David Mason, P.E.,
Deputy Director, Department of Solid Waste and Watershed Programs*
- 10:45 A.M. EMERGENCY SERVICES OVERVIEW UPDATE – *R. David Hays, Director, Division of
Emergency Services, Robert Moncrief, President, Washington County Volunteer Fire and Rescue
Association*
- 11:00 A.M. CLOSED SESSION
*(To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or
performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel
matter that affects one or more specific individuals; to consult with counsel to obtain legal advice on a legal matter)*
- 11:30 A.M. ADJOURNMENT
- 05:30 P.M. STATE OF THE COUNTY PRESENTATION
Location: Kepler Theatre, 11400 Robinwood Drive, Hagerstown
HOSTED BY: WASHINGTON COUNTY BOARD OF COUNTY COMMISSIONERS

Agenda Report Form

Open Session Item

SUBJECT: Contract Award (PUR-1403) Landfill Inspection Services Requirements Contract

PRESENTATION DATE: February 5, 2019

PRESENTATION BY: Rick Curry, CPPO, Director, Purchasing Department, and David Mason, P.E., Deputy Director, Department of Solid Waste and Watershed Programs

RECOMMENDED MOTION: Move to award the contract for Landfill Inspection Services to the responsive, responsible proposer with the lowest price proposal amount based on the estimated annual quantities and unit costs contained in its proposal dated December 12, 2018, with inspectors utilized on an as-needed basis with no guarantee of minimum or maximum number of hours or testing procedures; and contingent upon approval of the Contract Agreement by the County Attorney's Office.

REPORT-IN-BRIEF: The services under this contract will consist of providing inspection services for landfill related construction projects located throughout the County. The projects involve the construction of sanitary landfill floor construction, landfill capping, leachate collection systems, leachate storage tanks, gas collection systems, sediment basins, leachate collection pump station construction, earthwork, landscaping, building construction inspection, mechanical and electrical systems, monitoring wells and other related tasks. This is a requirements contract; inspectors will be utilized on an as-needed basis with no guarantee of minimum or maximum number of hours or testing procedures. The duration of the contract is for a period of one (1) year from the date of the executed contract or February 3, 2019 (whichever is later) for these services with an option by the County to renew for up to four (4) additional consecutive one (1) year periods.

The Request for Proposal (RFP) was advertised in the local newspaper, on the County's web site, and on the State of Maryland's web site, "eMaryland Marketplace". Twenty-one (21) firms/individuals downloaded the RFP document from the County's web site, and four (4) firms were represented at the pre-proposal conference. Two (2) proposals were received; price proposal unit costs are shown on the attached Price Proposal Matrix. The Coordinating Committee was comprised of the following members: County Purchasing Director (Chairman Designee), County Deputy Director of Environmental Management – Solid Waste, County Deputy Director of Environmental Management – Engineering Services, and County Buyer.

DISCUSSION: N/A

FISCAL IMPACT: Funds are budgeted in the Division's operating budget.

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: None

AUDIO/VISUAL NEEDS: None

Open Session Item

SUBJECT: Emergency Services Overview Update

PRESENTATION DATE: February 5, 2019

PRESENTATION BY: R. David Hays, Director, Division of Emergency Services, and Robert Moncrief, President, Washington County Volunteer Fire and Rescue Association

RECOMMENDATION: N/A

REPORT-IN-BRIEF: As County volunteer fire and EMS Departments continue to struggle with recruiting and retaining volunteers, the Washington County Volunteer Fire and Rescue Association (WCVFRA), the WCVFRA Chiefs Committee and the Emergency Services Advisory Council (ESAC) have all voted unanimously to endorse a recommendation that the Commissioners move forward with implementation of Phase 2 of the Strategic Firefighter Staffing Plan. The 5 Phase Strategic Firefighter Staffing Plan was adopted by the Commissioners in October of 2017.

DISCUSSION: The Board of County Commissioners (Board) has long maintained financial support to the independent volunteer fire and EMS departments throughout the County. Without this financial support, the volunteer fire and EMS companies would likely be unable to maintain operations in today's environment.

To summarize, the Board currently provides direct general financial contributions of \$48,000.00 to the fire and EMS stations outside of the city, and \$24,000.00 to the fire stations inside the city, for a total annual contribution of \$1,303,200.00 annually. There are 15 fire stations outside the city and 2 EMS stations who also receive a \$25,000.00 staffing subsidy, totaling an additional annual contribution of \$430,625.00. Each EMS company also receives an EMS staffing subsidy, which varies and is based upon net billing revenue for each department. Countywide, the EMS companies receive EMS staffing subsidies of \$2,026,000.00.

The Board also provides indirect contributions to the companies by funding yearly ladder, pump and hose testing and cardiac monitor/defibrillator maintenance contracts that are administered through the Division of Emergency Services. The Commissioners also fully fund a full-time position for a Recruitment and Retention Coordinator who works directly for the Washington County Volunteer Fire and Rescue Association. The Division of Emergency Services employs 8 full-time firefighters who work in the Special Operations Station, 8 full-time paramedics that operate advanced life support chase vehicles and 23 part-time firefighters who work throughout the County in support of the volunteer fire stations during times of staffing shortages. Workers compensation and LOSAP (Length of Service Awards Program) for the volunteer workforce is funded at a cost of \$1,280,600.00 annually. EMS pharmacy charges, Firehouse software, firefighter personal protective equipment (turnout gear), fuel/maintenance/utility re-imbursments, vehicle/property/casualty insurance coverages, physicals for volunteer responders and other associated programs that support the volunteer departments.

All totaled, the Board of County Commissioners provide over \$7,156,680.00 annual assistance to the 26-volunteer fire and EMS companies throughout Washington County. As the emergency services system in Washington County continues to experience annual increases in requests for service, coupled with additional financial challenges (staffing, apparatus and facilities), it has now become necessary to consider additional efforts to assist the volunteer departments in meeting their needs.

Currently, the Division of Emergency Services has received requests from 4 volunteer departments who are seeking county assistance in meeting today's challenges. Three of the requests for assistance come from fire departments; Potomac Valley Fire Company, Funkstown Vol. Fire Company and the Community Vol. Fire Company. The 4th request for assistance was brought forward by the Smithsburg Emergency Medical Services. Each of the requests identified above involve issues related to the need for career staffing and the associated cost. While we move forward it should be recognized that there are some fire and EMS departments would embrace additional funding for career staffing, while many others are simply asking that the county begin the process to relieve them of the need to employ their own career staffing for their fire or EMS stations. In furthering our effort to identify the necessary steps to assist the volunteer departments, we have prepared a brief survey that will be sent to all fire and EMS stations. The survey will solicit the departments input on what staffing the department may need or how to best address other associated needs. We will be sending separate surveys to the Fire and EMS departments, as the staffing configurations between each is somewhat different.

If additional full-time firefighter staffing is desired by the Commissioners, our office recommends executing an application for a Staffing for Adequate Fire and Emergency Response (SAFER) Grant. The SAFER Grant is a program provided through the Federal Emergency Management Agency and is intended to help jurisdictions in need of additional firefighter assistance. It is expected that the grant period for the calendar year 2019 will open in the next several weeks, having less than a 30 day window for submission. If a SAFER Grant submission is made and subsequently awarded, the anticipated timeline for the award notification should be June 2019. The Division of Emergency Services has positioned itself ready to make application if given such direction.

With consideration of the EMS Staffing shortage, we continue to seek input from the 8 EMS companies on a collective approach moving forward. At present, it is understood that some EMS companies want an increase in the staffing subsidy, while others are seeking County assistance by assuming the responsibility for career EMS staffing within their stations. Unfortunately, the SAFER Grant described above will not permit its use for EMS Staffing. To fully implement Phase 2 of the Firefighter Staffing plan would require hiring approximately 60 firefighters, while fully implementing Phase 2 of the EMS staffing plan would require hiring or absorbing up to 104 EMS staff; many of whom are currently working for the volunteer EMS companies.

With any plan to absorb or hire additional county staff, it is imperative that we look at a phased in approach that would bring an identified number of personnel on board over a specified period.

Additional program development should also occur that further promotes incentives for our active volunteer fire and EMS responders. These efforts prove invaluable in maintaining efficiencies within emergency services as we move forward over time. The Commissioners continue to invest funding towards a volunteer stipend program which awards financial incentive to those active responders who schedule in-station duty shifts at the volunteer fire and EMS stations. There are other opportunities for similar program development that could be explored to further promote volunteer responder interest.

FISCAL IMPACT: Phases 2-5 Fire Plan, 4.5million – 9million; Phase 2 EMS Plan, 2.5million

CONCURRENCES: Robert Slocum, County Administrator, R. David Hays, Director, Division of Emergency Services, Washington County Volunteer Fire and Rescue Association members, WCVFRA Chiefs Committee, and Emergency Services Advisory Council

ALTERNATIVES: Continue with current funding and staffing levels

ATTACHMENTS: Letters from: Funkstown Volunteer Fire Department, Community Volunteer Fire Department, Potomac Valley Fire Department, Smithsburg Emergency Medical Services, and Volunteer Department Surveys (EMS/Fire)

AUDIO/VISUAL NEEDS: None

FUNKSTOWN

VOLUNTEER FIRE COMPANY, INC.

2 SOUTH WESTSIDE AVE.
P.O. BOX 670
FUNKSTOWN, MARYLAND 21734-0670

EMERGENCY FIRE RESCUE POLICE DIAL 911
BUSINESS PHONE 790-0090

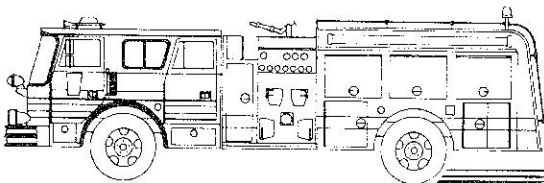
December 19, 2018

Director Hays,

Staffing has long been a priority of the Funkstown Volunteer Fire Company. We hired our first paid fire-fighter in October of 1998 to provide coverage during daytime hours when volunteers were mostly unavailable. Over the past 20 years we have invested over one-million dollars in our employees which include salary, benefits and workers compensation cost. The bulk of these funds were raised through the annual fund drive supported by the community we serve and also include the sacrifice and hard work of the volunteers who have worked tirelessly at fund raising activities.

As the demand for fire and rescue services have increased throughout Washington County, it has become more difficult to attract, train and retain volunteers to maintain satisfactory staffing levels. While there are many reasons for the decline of volunteers locally and nationwide, maintaining adequate numbers of minimum staffing has once again become a priority for us here at Station 10. Volunteers remain committed to serve the community but are asked to do more with less which could lead to other hazardous situations such as unsafe conditions causing an accident or injury.

The Funkstown Volunteer Fire Company continues to be the busiest engine company in Washington County and call volume continues to rise year after year. The high volume of alarms keeps volunteers and paid staff on alert at all hours of the day. Currently, the Funkstown Volunteer Fire Company employs five part-time employees that provide daytime and nighttime coverage at various times throughout the week supplemented with volunteers. For many years we maintained one full-time employee but that ended in 2017 when he accepted another full-time opportunity providing more pay and benefits. Being the busiest engine company we believe that full-time employees are necessary but cannot afford to provide adequate compensation to pay wages and benefits that a full-time employee desires.



"Fire Prevention - Our Most Important Service"

Additionally, we anticipate that the rapid growth along the Sharpsburg Pike corridor will increase call volume due to commercial and residential growth. Since the opening of Wal-Mart earlier this year, we are already experiencing a number of emergency responses to that location and anticipate that number will gradually increase as more stores and houses are built in the vicinity. Demand for fire and rescue services is exceeding our ability to keep up without proper funding to adequately maintain staffing levels at current operating standards.

The staffing supplement of twenty-five thousand dollars that each station receives to assist with compensation has certainly been helpful, but has not been increased since its introduction several years ago. To help provide the stations with some temporary relieve I am suggesting that the supplement be increased due to the higher cost of living and competition in the area that has caused wages to rise. Due to other agencies around us hiring and offering higher hourly rates it has become more difficult to attract employees seeking part-time employment. Additional funds are needed to raise wages to hire and retain employees and to offset the cost of workers compensation insurance.

Long-term solutions require a much larger investment and commitment from the Department of Emergency Services and Washington County lawmakers. I urge the Department of Emergency Services progress to Phase II of the staffing plan as soon as possible. I understand that the next phase of staffing comes with a much higher price tag so it is also important that all parties involved work together to find a sustainable revenue source to properly fund all emergency services in Washington County. Adequate funding will be necessary to achieve successful results and should be a top priority for everyone involved with emergency services.

Funkstown Volunteer Fire Company is committed to working with all partner agencies involved to solve some these problems before us. As the number of "driver only" and "light" responses increase, now is the time to address these problems before they escalate and become more difficult and expensive to resolve. My hope is that we can all work collaboratively to address these issues so please do not hesitate to contact me with any questions.

Many Thanks,

A handwritten signature in cursive script that reads "Gary Farrell". The signature is written in black ink and is positioned below the text "Many Thanks,".

Gary Farrell,
President, Funkstown Volunteer Fire Company



District 12

Community Volunteer Fire Company
18002 Tilghmanton Road — Fairplay, Maryland 21733-1031

301-582-0099

District12FireCo@gmail.com

January 9, 2019

Washington County Board of County Commissioners
Washington County Volunteer Fire and Rescue Association
Emergency Services Advisory Council
Department of Emergency Services

At our January monthly membership meeting, we voted unanimously to support and encourage the County Commissioners to fund Phase 2 of the proposed staffing plan. As failed and driver only responses continue to rise county wide, we can no longer ignore this issue. Our department as well as all others in this county are doing the best they can. Volunteerism as a whole is down nationwide in more than just the fire service. Now is the time to work on the solution. We also encourage the WCVFRA and ESAC to recommend the same to the Commissioners without any further delay

Sincerely

Jeb S. Eckstine

President

Potomac Valley Fire Co., Inc.

2202 Dargan School Road
Sharpsburg, MD 21782

Phone: (301) 432-2130
Fax: (301) 432-7792

Subject: Support for Phase II of Washington County Fire Staffing Plan
Date: January 13, 2019

President Moncrief,

I am writing you today as a matter of record on where Potomac Valley Fire Company stands regarding the Department of Emergency Services five phase fire staffing plan.

Over the past several years Potomac Valley has struggled with maintaining a fail rate below the required 5%. As part of our remediation we requested staffing assistance from the County through the Association. This staffing request was in addition to the allocated county funds which are used for to pay for our regular paid staff.

In a letter to the association dated March 4, 2017 I laid out the response challenges faced by Potomac Valley and our formal request for staffing to augment our paid and volunteer staff. That request for staffing was not limited to occasional part-time staff but for staffing to meeting the needs of our community.

In September of 2017 myself and the Chief Officers of Potomac Valley attended the County's Chief Officer meeting where the five phase plan was presented by DES. At that time Potomac Valley supported the implementation of phase one of the plan. Over the last year Potomac Valley has utilized the available staffing which has helped reduce our fail rate.

While Potomac Valley has clearly benefited from phase I, the South County community will clearly benefit from phase II.

Therefore, the Board and Membership of Potomac Valley Fire Company formally request that DES move forward with the planning and implementation of phase II of the staffing plan. If phase II of the plan differs from the original presentation, I would request that DES present it's plans during the Chief Officers monthly meeting.

Respectfully submitted,



Adam McMillen
President

Cc: Roger Otzelberger Jr, Chief, Potomac valley Fire Company
Cc: R. David Hays, Director, Division of Emergency Services



**Smithsburg
Emergency
Medical
Services, Inc.**

P.O. Box 411
Smithsburg, Maryland 21783

Web: www.SEMS79.org

Phone: 301.824.3314

Fax: 888.557.6158

January 18, 2019

David Hays Director
Washington County Division of Emergency Services
16232 Elliott Parkway
Williamsport, MD 21795

Dear Director Hays,

I am writing on behalf of the Smithsburg Emergency Medical Services (EMS). As current President, I am asking you to please go to the County Commissioners to plea on our behalf that our institution is in a critical financial situation.

We have recently let it be known to the President of County Commissioners Jeffrey Kline of our financial situation. We are now formally asking for assistance and guidance. Our EMS team is a dedicated and highly professional organization. However, we can no longer answer the increase of emergency incidents (Transports and Chase) without additional financial assistance.

Our first priority is the safety and well-being of the citizens of this great county. We however have to cut corners where ever we can to reduce spending. We continue to plan fundraising events, increase volunteer hours, and hopefully will not have to limit our services that will be next.

Finally, we are open to your direction and guidance immediately. All for the good of the company and for the citizens of Washington County.

Sincerely,

Joanie Gerber
President of the Board of Directors
Smithsburg EMS

Cc: Chief of the Department Kevin Demmons
Assistant Chief-Operations Ward Fleger

EMS Company: _____

Name: _____

(EMS CHIEF)

1. If Washington County moves forward with Phase II EMS staffing, will your EMS company request Phase II EMS staffing?
 - No, the company is not interested in Phase II EMS staffing at this time (if you answered no, skip to question 4).
 - Yes, the company would like to have Phase II EMS staffing now or in the near future

2. If the county provides Phase II EMS staffing to your company, will your company continue to employ corporation staffing?
 - No, the company would not employ corporation staffing if we had Phase II EMS staffing
 - Yes, the company would employ corporation staffing even if we have Phase II EMS staffing

3. If your EMS company has been employing full-time or part-time EMS providers, please indicate how much money the company spent in 2016. Indicate the total amount, including taxes, workers compensation, etc.; and DO NOT deduct the EMS staffing subsidy.
 - _____

4. If your EMS company has been employing full-time or part-time EMS providers, please indicate how much money the company spent in 2017. Indicate the total amount, including taxes, workers compensation, etc; and DO NOT deduct the EMS staffing subsidy.
 - _____

5. If your EMS company has been employing full-time or part-time EMS providers, please indicate how much money the company spent in 2018. Indicate the total amount, including taxes, workers compensation, etc; and DO NOT deduct the EMS staffing subsidy.
 - _____

6. If the Board of County Commissioners were to consider increasing the General Subsidy provided to each volunteer EMS company (currently \$48,000), what would your company consider to be a reasonable increase and what would your company do with the additional funding?

- ---

Fire Company: _____

Name: _____

(FIRE CHIEF)

1. If Washington County moves forward with Phase II staffing, will your fire company request Phase II staffing?
 - No, the company is not interested in Phase II staffing at this time (if you answered no, skip to question 4).
 - Yes, the company would like to have Phase II staffing now or in the near future

2. If the county provides Phase II staffing to your company, will your company continue to employ corporation staffing?
 - No, the company would not employ corporation staffing if we had Phase II staffing
 - Yes, the company would employ corporation staffing even if we have Phase II staffing

3. If the county provides Phase II staffing to your fire company, will the company utilize county part-time staffing?
 - No, the company would not utilize part-time staffing
 - Yes, the company would utilize part-time staffing occasionally (2-3 times/per month)
 - Yes, the company would utilize part-time staffing often (1 or more times/week)

4. If your fire company has been employing full-time or part-time firefighters, please indicate how much money the company spent in 2016. Indicate the total amount, including taxes, workers compensation, etc.; and DO NOT deduct the \$25,000 staffing subsidy.
 - _____

5. If your fire company has been employing full-time or part-time firefighters, please indicate how much money the company spent in 2017. Indicate the total amount, including taxes, workers compensation, etc; and DO NOT deduct the \$25,000 staffing subsidy.
 - _____

6. If your fire company has been employing full-time or part-time firefighters, please indicate how much money the company spent in 2018. Indicate the total amount, including taxes, workers compensation, etc; and DO NOT deduct the \$25,000 staffing subsidy.

- _____

7. If the Board of County Commissioners were to consider increasing the General Subsidy provided to each volunteer fire company (currently \$48,000), what would your company consider to be a reasonable increase and what would your company do with the additional funding?

- _____

