



100 West Washington Street, Suite 1101 | Hagerstown, MD 21740-4735 | P: 240.313.2200 | F: 240.313.2201  
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**BOARD OF COUNTY COMMISSIONERS**  
**January 14, 2020**  
**OPEN SESSION AGENDA**

08:50 A.M.      MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE  
CALL TO ORDER, *President Jeffrey A. Cline*  
APPROVAL OF MINUTES – January 7, 2020

08:55 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 consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State; To consult with counsel to obtain legal advice on a legal matter; & To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter.)*

10:00 A.M.      RECONVENE IN OPEN SESSION

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-1450) – AVIATION ENGINEERING SERVICES FOR THE  
HAGERSTOWN REGIONAL AIRPORT – *Rick Curry, CPPO, Director, Purchasing  
Department and Garrison Plessinger, Director, Hagerstown Regional Airport*

10:40 A.M.      VALLEY MALL SUBDIVISION - *Mark Bradshaw P.E, Deputy Director, Engineering  
Services; Julie Rohm, Valley Mall General Manager and Steve Cvijanovich, Fox Engineering*

10:45 A.M.      BUDGET ADJUSTMENT – ELECTION BOARD FACILITY – *Sara Greaves, Chief Financial  
Officer, Andrew Eshlemen, Director, Public Works*

10:50 A.M.      FORMAL APPROVAL AND RATIFICATION OF ZONING MAP AMENDMENT  
RZ-19-004 (JPK PROPERTIES, LLC) – *B. Andrew Bright, Assistant County Attorney*

10:55 A.M.      PUBLIC SAFETY DISCUSSION (FIRE/EMS) – *R. David Hays, Director, Emergency  
Services, Dale Fishack, President, Washington County Volunteer Fire and Rescue  
Association, Kingsley Poole, Co-Chair, Emergency Services Advisory Council, Richard  
Hopkins, Co-Chair, Emergency Services Advisory Council*

11:20 A.M.      RECESS

12:30 P.M. RECONVENE IN 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)*

04:00 P.M. RECESS

EVENING MEETING AT THE TOWN OF FUNKSTOWN

*Location: 30 East Baltimore Street, Funkstown, MD*

06:00 P.M. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE  
CALL TO ORDER, *President Jeffrey A. Cline*

06:05 P.M. TOWN OF FUNKSTOWN LEADERS' REPORTS AND COMMENTS

06:10 P.M. COMMISSIONERS' REPORTS AND COMMENTS

06:20 P.M. REPORTS FROM COUNTY STAFF

06:30 P.M. CITIZENS PARTICIPATION

06:35 P.M. ADJORNMENT



## Agenda Report Form

### Open Session Item

**SUBJECT:** Contract Award (PUR-1450) - Aviation Engineering Services for the Hagerstown Regional Airport

**PRESENTATION DATE:** January 14, 2020

**PRESENTATION BY:** Rick Curry, CPPO, Director, Purchasing Department and Garrison Plessinger, Director, Hagerstown Regional Airport

**RECOMMENDED MOTION:** Move to award the contract for on-call Aviation Engineering Services at the Hagerstown Regional Airport, with the contract Agreement being contingent upon FAA approval.

**REPORT-IN-BRIEF:** Qualifications & Experience submittals were received on November 26, 2019, from one (1) firm.

In accordance with FAA/MAA regulations, selection of an aviation engineering consultant is not to be based on price proposals but rather only on consultants' qualifications and experience. The services to be performed shall include but not be limited to aviation planning services, architectural/engineering services, airport development projects, and incidental services. A Tentative List of Projects on which services may be applied is listed on the attachment to this recommendation.

The Coordinating Committee was comprised of the Airport Director (Committee Chairman Designee), County Director of Purchasing, Airport Operations & Terminal Manager, Division of Public Works and Director of Engineering.

The RFP was advertised in the local newspaper, on the County's web site and on the State's "eMaryland Marketplace Advantage" (eMMA) web site. Seventy-seven (77) persons/firms downloaded the Request for Proposals document from the county web site. One (1) firm was represented at the pre-proposal conference; one (1) response was received.

The Committee unanimously recommends award of this contract to the sole proposer based on its qualifications and experience submittal. The contract is for a two-year period with an option to renew for up to three (3) consecutive one-year periods.

**DISCUSSION:** N/A

**FISCAL IMPACT:** Funding for services are budgeted within the Airport's budget based on individual projects and services as required.

**CONCURRENCES:** The Coordinating Committee and contingent upon approval of the contract Agreement by the FAA.

**ALTERNATIVES:** N/A

**ATTACHMENTS:** N/A

**AUDIO/VISUAL NEEDS:** N/A

## **HAGERSTOWN REGIONAL AIRPORT TENTATIVE LIST OF PROJECTS**

- FFY 2020
  - a. Wildlife Assessment
  - b. Rehabilitate Runway 9-27
  
- SFY 2021
  - a. Foam Test Equipment and Live Scan Machine
  - b. Security Improvements – Phase 5
  - c. T-Hangar Replacement - #1, 2 and 3
  
- FFY 2021
  - a. Acquire Land for Development – Fairchild (RVZ)
  - b. Procure and Install Passenger Boarding Bridge
  
- SFY 2022
  - a. T-Hangar Replacement - #1, 2 and 3
  - b. Equipment Replacement
  
- FFY 2022
  - a. Acquire Land for Development – Phase 1
  - b. Reconstruct Taxiway F (Design)
  
- SFY 2023
  - a. Thermoplastic Marking Applications
  
- FFY 2023
  - a. Acquire Land for Development – Phase 2
  - b. Reconstruct Taxiway F (Construction)
  
- SFY 2024
  - a. Snow Removal Equipment Building Expansion (Design)
  
- SFY 2025
  - a. Snow Removal Equipment Building Expansion (Construction)



## Agenda Report Form

### Open Session Item

**SUBJECT:** Valley Mall Subdivision

**PRESENTATION DATE:** January 14, 2020

**PRESENTATION BY:** Mark Bradshaw P.E, Deputy Director, Engineering Services; Julie Rohm, Valley Mall General Manager and Steve Cvijanovich, Fox Engineering

**RECOMMENDED MOTION:** Consensus to deviate from Department Policy in order to allow combined connection into County sewer line.

**REPORT-IN-BRIEF:** At the Valley Mall, the former Sears and Sears Automotive are a separate parcel from the Mall. The former Sears Automotive has been renovated and is now occupied by BJ's Brew House, Verizon Retail Store, and Sleep Number. The owner of this parcel is exploring the possibility of subdividing the parcel into two (2) lots with BJ's Brew House, Verizon, and Sleep Number being a separate lot and the former Sears anchor store being on its own lot. The owners of the Mall, PR Valley, are the current owners of the former Sears parcel in addition to the large main Mall parcel.

The Department's policy requires that each lot to be independently connected to the County's sewer system. The proposed subdivision will not comply with the Department's policy because sewage will discharge into the mall's privately-owned and maintained sewer prior to connecting to the County's sewer. This current sewer configuration is as it was constructed during the initial Mall development in 1972. Please see attachment #1 for clarification.

In 1972, when the mall was constructed an agreement was created by and between the parcel (lot) owners at the time to permit sewage flow through the mall's privately owned sewer. The County has reviewed the agreement and was unable to locate any language addressing maintenance and liability of the parties involved.

**DISCUSSION:** N/A

**FISCAL IMPACT:** N/A

**CONCURRENCES:** N/A

**ALTERNATIVES:**

1. **(this proposal)** Allow the subdivision to move forward without having the owner construct a new independent lateral. If this is the alternative selected, the Department requests that such approval be conditioned upon the parties preparing and entering a new supplemental easement agreement in a form acceptable to the County, and recorded, clearly defining the maintenance, contributions, and liability of all parties for the private sewer line.

- 
2. The second alternative would be to have the owner construct a new independent lateral from the lot to the County's sewer system. This would be a very costly alternative for the owner and would impact temporarily traffic patterns at the mall.

**ATTACHMENTS:** Sketch Existing Utilities prepared by Fox Engineering

**AUDIO/VISUAL NEEDS:** N/A



DCM	DCM	DATE
DCM	DCM	12/17/2019
REVISION	REVISION	12/16/2019
REVISED LEGEND AND ADDED WATER METER LOCATIONS	REVISED LEGEND	

**EXHIBIT B - EXISTING SITE UTILITIES**  
**VALLEY MALL**  
WASHINGTON COUNTY, MARYLAND

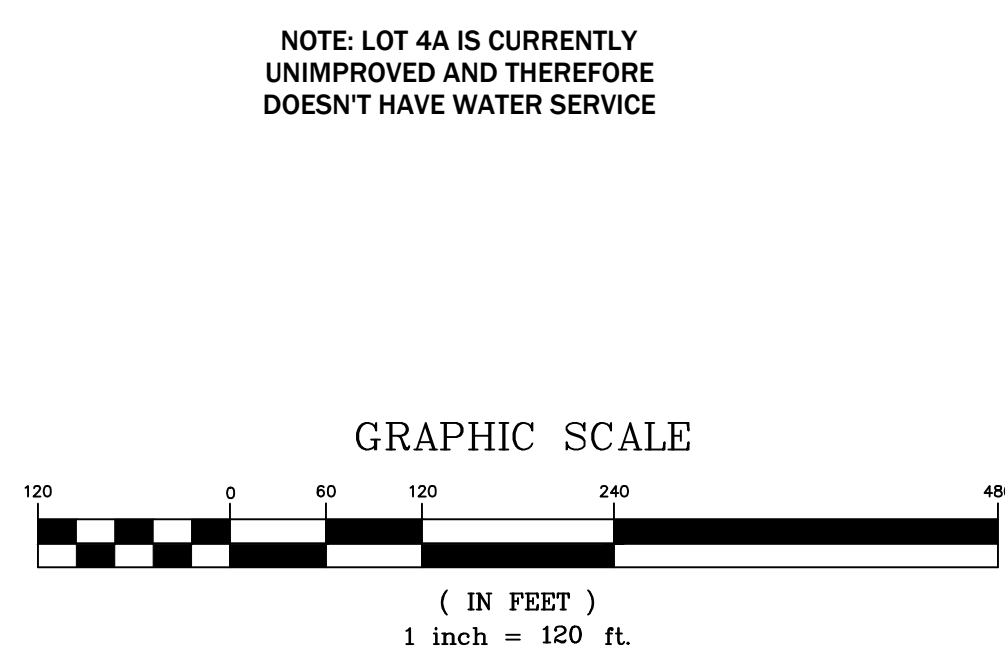
SCALE: 1"=120'

PROJECT NO. 15-31142  
DRAWING NO. D-6380  
DATE: 9/25/2019  
DRAWN BY: DCM  
CHECKED BY: SCC



**LEGEND**

	W	EXISTING PUBLIC WATERLINE
	W	EXISTING PRIVATE WATERLINE
	SS	EXISTING PUBLIC SEWERLINE
	SS	EXISTING PRIVATE SEWERLINE



P:\15131142\15131142.dwg 9/25/2019 10:28:00 AM 15-31142-D-6380-SCC





Open Session Item

**SUBJECT:** Budget Adjustment – Election Board Facility

**PRESENTATION DATE:** January 14, 2020

**PRESENTATION BY:** Sara Greaves, Chief Financial Officer; Andrew Eshlemen, Director, Public Works

**RECOMMENDED MOTION:** A motion to approve a budget adjustment in the amount of \$39,000 for the newly acquired election board facility.

**REPORT-IN-BRIEF:** In September of 2019, the Commissioners approved the purchase and renovation of a building as the new home for the election Board. A budget must be established for operating expenditures.

**DISCUSSION:** While operations have yet to transfer to the new location, operating costs for the 30,000+ square foot building will continue. The budget adjustment will establish a way to properly track and pay for these expenditures.

**FISCAL IMPACT:** \$39,000

**CONCURRENCES:** N/A

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Budget Adjustment

**AUDIO/VISUAL NEEDS:** None





# Washington County, Maryland Budget Adjustment Form

Print Form

- Budget Amendment - Increases or decrease the total spending authority of an accounting fund or department
- Budget Transfer - Moves revenues or expenditures from one account to another or between budgets or funds.

Transaction/Post -Finance

Deputy Director - Finance

Preparer, if applicable

Department Head Authorization

**Andrew Eshleman** Digitally signed by Andrew Eshleman  
Date: 2019.12.18 15:03:07 -05'00'

Required approval with date

Division Director / Elected Official Authorization

If applicable with date

Budget & Finance Director Approval

Required approval with date

County Administrator Approval

Required approval with date

County Commissioners Approval

Required > \$ 25,000 with date

Expenditure / Account Number	Fund Number	Department Number	Project Number	Grant Number	Activity Code	Department and Account Description	Increase (Decrease) + / -
515270	10	10965				MAINTENANCE CONTRACT SERVICES	7,500
525020	10	10965				JANITORIAL SUPPLIES	300
526020	10	10965				BUILDING MAINTENANCE	8,000
526040	10	10965				EQUIPMENT MAINTENANCE	5,000
545010	10	10965				ELECTRIC	13,000
545020	10	10965				NATURAL GAS	3,700
545060	10	10965				WATER	1,500
500140	10	93130				Fire and Rescue - Workers Comp	-39,000

Explain Budget Adjustment

Board of Elections Building - New Budget for Maintenance of Facility. Transferring from savings in Workers Comp for Fire and Rescue Assoc.

Required Action by County Commissioners

No Approval Required

Approval Required

Approval Date if Known



Open Session Item

**SUBJECT:** Formal Approval and Ratification of Zoning Map Amendment RZ-19-004 (JPK Properties, LLC)

**PRESENTATION DATE:** January 14, 2020

**PRESENTATION BY:** B. Andrew Bright, Assistant County Attorney

**RECOMMENDED ACTION:** Motion to formally approve and ratify Decision granting rezoning RZ-19-004 as requested by JPK Properties, LLC, and enact an Ordinance to Amend the Zoning Map for Washington County, Maryland as attached.

**REPORT-IN-BRIEF:** On December 3, 2019, the Board of County Commissioners (Commissioners), conducted a public hearing on an application by JPK Properties, LLC to apply a Rural Business Floating Zone to its parcel on Breathedsville Road. After the public hearing the Commissioners voted to approve the requested Zoning Map Amendment, and directed the County Attorney's Office to prepare the required decision.

**DISCUSSION:** The written decision tracks and adopts the decision of the Planning Commission, which was corroborated at the public hearing. There was no opposition to the application at any stage of the rezoning process.

**FISCAL IMPACT:** N/A

**CONCURRENCES:** N/A

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Written Decision granting the request, and Ordinance to Amend the Zoning Map for Washington County, Maryland.

**AUDIO/VISUAL NEEDS:** None

ORDINANCE NO. ORD-2019- 33

**AN ORDINANCE TO AMEND THE ZONING MAP  
FOR WASHINGTON COUNTY, MARYLAND  
(RZ-19-004)**

Pursuant to the provisions of Section 5E.6 of the Zoning Ordinance for Washington County, Maryland (*Zoning Ordinance*), JPK Properties, LLC, the Applicant, has petitioned the Board of County Commissioners for Washington County, Maryland (*Board*), seeking to add a Rural Business floating zone to the subject area located on the south side of Breathedsville Road consisting of 2.86 acres.

The matter has been designated as Case No. RZ-19-004.

This application was reviewed by the Planning Commission, and the Planning Commission recommended that the application be approved.

The Board has considered all information presented at the public hearing and the recommendation of the Planning Commission. The Board has made factual findings and conclusions of law that are set forth in the attached Decision. The findings of fact and conclusions of law are incorporated herein.

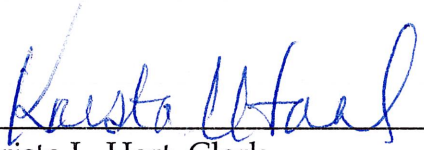
NOW, THEREFORE, BE IT ENACTED AND ORDAINED, by the Board of County Commissioners of Washington County, Maryland, that the property which is the subject of Case No. RZ-19-004 be, and hereby is, granted a RB – Rural, Business floating zone.

IT IS FURTHER ENACTED AND ORDAINED that the official Zoning Map be, and hereby is, amended accordingly. The Director of Planning and Zoning shall cause the Zoning Map to be amended pursuant to this Ordinance.

Adopted and effective this 3rd day of December, 2019.


ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF WASHINGTON COUNTY, MARYLAND

  
\_\_\_\_\_  
Krista L. Hart, Clerk

BY:   
\_\_\_\_\_  
Jeffrey A. Cline, President

Approved as to form and  
legal sufficiency:

  
\_\_\_\_\_  
B. Andrew Bright  
Assistant County Attorney

Mail to:  
Office of the County Attorney  
100 W. Washington Street, Suite 1101  
Hagerstown, MD 21740



BEFORE THE  
BOARD OF COUNTY COMMISSIONERS  
OF WASHINGTON COUNTY, MARYLAND

**DECISION**

Rezoning Case RZ-19-004

Property Owner: JPK Properties, LLC  
Applicants: JPK Properties, LLC  
Requested Zoning Change: Agriculture Rural to Agriculture Rural with Rural Business (RB) overlay  
Property: South side of Breathedsville Road

Pursuant to Md. Code Ann., Land Use § 4-204 and Washington County Zoning Ordinance § 27.3, the Board of County Commissioners makes findings of fact with respect to the requested zoning reclassification of the subject property. Since the requested reclassification is for a floating zone, the Board may grant the requested amendment without finding that there was a substantial change in the character of the neighborhood where the property is located or that there was a mistake in the existing zoning classification.

**Findings of Fact & Rationale**

**The property.**

The subject property is located on the south side of Breathedsville Road approximately 2800 feet west of Lappans Road. The parcel contains 2.86 acres of land and is currently improved with an accessory building used for storage. The parcel is located in the Rural Area of the County as designated by the Comprehensive Plan and is currently zoned Agriculture Rural.

**Eligibility for the property to receive the RB floating zone designation.**

For a property to be eligible to receive the RB floating zone designation, there are four basic criteria that first need to be met:

1. The proposed RB District is not within any designated growth area identified in the Washington County Comprehensive Plan;
2. The proposed RB District has safe and usable road access on a road that meets the standards under the "Policy for Determining Adequacy of

Existing Roads". In addition, a traffic study may be required where the proposed business, activity, or facility generates twenty-five (25) or more peak hour trips or where forty percent (40%) of the estimated vehicle trips are anticipated to be commercial truck traffic;

3. Onsite issues relating to sewage disposal, water supply, stormwater management, floodplains, etc. can be adequately addressed; and
4. The location of an RB District would not be incompatible with existing land uses, cultural or historical resources, or agricultural preservation efforts in the vicinity of the proposed district.

### **The report and recommendation of the Planning Commission.**

The Planning Commission took up the application at its regular meeting held on September 9, 2019, to recommend approval of Map Amendment RZ-19-004. The Planning Commission considered the application, the supporting documentation submitted with the application, the applicant's presentation, the public comment during the public rezoning meeting, and the Staff Report and Analysis and opined to this body that there has been adequate evidence submitted to meet the various criteria that would support the application of a Rural Business floating zone to the subject area. The Planning Commission made detailed recommendations to this Board. This Board conducted a public hearing on December 3, 2019 at which the Board heard testimony and other documentary evidence from the Applicant and Applicant's attorney, which corroborated the findings and recommendations of the Planning Commission. No person appeared in opposition to the application. Accordingly, the recommendations of the Planning Commission are substantially restated and adopted in this Decision.

In accordance with Section 5E.6 of the Washington County Zoning Ordinance the procedure for creation of a new RB zoning district includes the Planning Commission making a recommendation to the Board of County Commissioners on six points of interest, as outlined and analyzed below.

### **The proposed district will accomplish the purpose of the RB District.**

The purpose of the Rural Business floating zone is "...to permit the continuation and development of businesses that support the agricultural industry and farming community, serve the needs of the rural residential population, provide for recreational and tourism opportunities, and to establish locations for businesses and facilities not otherwise permitted in the rural areas of the County...".

According to the applicant's justification statement, the purpose of requesting an RB floating zone on this property is to establish a business office and equipment storage building for an existing excavation and construction business. The current property owner, Mr. Keplinger, currently has an existing business located on the Sharpsburg Pike and would like to relocate the business to this new location.

The property currently contains an existing three thousand six hundred (3600) square foot accessory structure. The previous property owner obtained approval from the Board of Zoning Appeals (Ap2015-003) to establish an accessory use on a property without a principle permitted use. The stated intention of the building was for residential storage of vehicles and recreational vehicles. As part of this rezoning request the current property owner is proposing to use the existing structure and construct an additional three thousand six hundred (3600) square foot building as part of the business.

**The proposed site development meets criteria identified in Section 5E.4 of this Article [Article 5E – Rural Business District].**

- a. The proposed RB District is outside of any designated growth area.

The subject parcel is in fact located outside of any designated growth area boundary as illustrated in the adopted Plan for the County.

- b. The proposed RB District has safe and usable road access.

The property has an existing access onto Breathedsville Road which is owned and maintained by the County. The applicant states that the business will generate a small number of new trips and therefore the existing road is safe and usable for the proposed use.

- c. On-site issues relating to sewage disposal, water supply, stormwater management, etc. can be adequately addressed.

According to the preliminary site plan submitted with the application there is a platted septic reserve area on the property as well as an existing well. The preliminary site plan does not address stormwater management; however, the limited amount of disturbance should be capable of an on-site management plan.

d. The location of the RB District would not be incompatible with existing uses, cultural or historic resources or agricultural preservation efforts.

There are three historic resources documented within a one-half mile of the proposed rezoning area as outlined below. There appears to be no negative impact on the physical or contextual appearance of these historic resources.

WA-II-284 – Log and Stone House – early 1800s house that provides an example of the County’s vernacular architecture. Located approximately five hundred (500) feet from subject property.

WA-II-280 – Woodley Farm – early 1800s farm complex that provides an example of agricultural practices in the County. Located approximately two thousand (2,000) feet from the subject property.

WA-II-101 – The Everly House – 1800s log home that provides an example of the County’s tradition of log homes in this time frame. Located approximately one thousand three hundred (1,300) feet from the subject property.

The property is located approximately seven hundred (700) feet from an existing Rural Legacy easement commonly referred to as the Woodley Farm. The property is also located within the County designated Priority Preservation Area (PPA) therefore additional land preservation easements may occur in this area. While located within the PPA the subject property would not meet the general criteria to obtain a land preservation easement due to existing development and the size of the property.

**The road providing access to the site is appropriate for...the proposed RB land use.**

This issue has already been discussed in other portions of the Staff Report. There appears to be good access already existing to the site and there are no proposals to alter the access point.

**Adequate sight distance along roads can be provided at proposed point of access to the site.**



The applicant has not provided this information as part of their application. However, the point of access for this parcel is existing and is assumed to meet adequate sight distance standards for residential use. This may be reevaluated as part of the final site plan process due to the commercial nature of the proposed use.

**The proposed landscaped areas can provide adequate buffering of the proposed RB land use from the existing land uses in the vicinity.**

The property is currently surrounded on three (3) sides by actively farmed agricultural land. There is an existing farmhouse located approximately four hundred (400) feet from the rear property line of the subject property. There is an existing line of mature trees that exist along the south and southeast edges of the property that provide some visual barrier. To the east, the property is immediately adjacent to a vacant residential lot that is also owned by JPK Properties, LLC. There is no landscaping buffer between the two properties nor is one proposed. It is assumed that because the same entity owns both parcels, the applicant does not intend to add a buffer between the two properties.

**The proposed land use is not of a scale, intensity or character that would be incompatible with adjacent land uses or structures.**

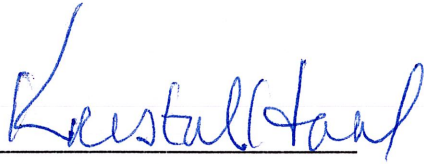
In their justification statement the applicant contends that the proposed use of this property as a storage facility for excavation and construction equipment is compatible with existing land uses in the area. The business is expected to be most active between early spring and late fall to coincide with a typical construction season. Employees and customers of the business are not expected to use this site. In addition, the applicant claims that the structure to be built will be in the same size and style of typical farm accessory buildings already existing in the area.

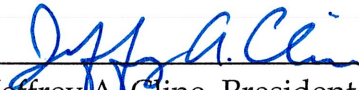
**Conclusion**

Based on the information provided by the applicant in the initial application, further analysis by Staff, and evidence presented at the public hearing, the Board of County Commissioners believes that there has been adequate evidence submitted to meet the various criteria that would support the application of a Rural Business floating zone to the subject area.


ATTEST:

BOARD OF COUNTY COMMISSIONERS  
OF WASHINGTON COUNTY,  
MARYLAND

  
\_\_\_\_\_  
Krista L. Hart, Clerk

BY:   
\_\_\_\_\_  
Jeffrey A. Cline, President

Approved as to form and legal sufficiency:

  
\_\_\_\_\_  
B. Andrew Bright  
Assistant County Attorney



### Open Session Item

**SUBJECT:** Public Safety Discussion (Fire/EMS)

**PRESENTATION DATE:** January 14,2020

**PRESENTATION BY:** R. David Hays, Director, Emergency Services, Dale Fishack, President, Washington County Volunteer Fire and Rescue Association, Kingsley Poole, Co-Chair, Emergency Services Advisory Council, Richard Hopkins, Co-Chair, Emergency Services Advisory Council

**RECOMMENDATION:** Consider a motion authorizing the Division of Emergency Services (DES) to move forward with final planning and implementation of a regional staffing plan with county firefighters deployed in 4 strategic locations. To further authorize DES to hire 3 firefighter/paramedics from the FY20 Budget and to submit application for a Staffing for Adequate Fire and Emergency Response Grant (SAFER) to hire 27 additional firefighters from the FY21 Budget. A second motion is needed to authorize DES to formalize new MOU's with the 8 independent EMS companies that would replace the previous 2009 MOU's, standardizing company benefit, workers compensation, retirement and wage plans for all staff employed by the 8 independent EMS companies.

**REPORT-IN-BRIEF:** DES recommends hiring 30 F/T FF's in total; 3 in FY20 and 27 in FY21 (under the SAFER Grant). This plan is executable in its entirety; with or without the successful award of a SAFER Grant, no later than FY23's budget cycle. Without the SAFER Grant, the implementation process could still move forward, however, it would be slower with the hiring of 3 FF's in FY20, 12 additional FF's in FY22, and the remaining 15 FF's being hired in FY 23 (when the full "post SAFER Grant" budget funding becomes available). In the event a SAFER Grant were unsuccessful, the BOCC could elect to expedite the future funding; making the timing for execution of the plan the same with or without a successful SAFER Grant.

**DISCUSSION:** In short, the Division of Emergency Services recommends the following for implementation in FY 20 and FY21;

- Complete the hiring of the Volunteer Coordinator, as approved by the BOCC.
- Implement a regional staffing plan that includes placing firefighters in 4 strategically located fire stations through-out the county.
  - This would include placing 3 FT firefighters (per 24-hour shift) at each of the selected locations.
  - This plan is fully executable with, or without a successful SAFER Grant.
- Implement additional Volunteer Company Staffing and Fundraising Incentives.
- Further work to investigate/implement a volunteer responder incentive or pay-per-call program.
- Complete the work with the 8 EMS companies in gaining additional value and efficiencies through collective purchasing of health insurance, workers compensation and retirement plans.
  - This plan must address uniformity in benefits and wages across all providers in the 8 EMS companies.

- Develop a uniform wage scale that addresses wages across all corporation employees with processes for annual wage increases under BOCC involvement.
- Move towards a single source billing model to minimize associated cost and maximize net returns.
- Work with the WCVFRA and its member companies for development of additional volunteer incentive programs.

It is recognized that concerns exist from the local fire and EMS departments, the BOCC, as well as some residents/businesses within the local community with the move of the DES firefighter/paramedic from the Rohrer'sville Fire Station to Sharpsburg, and the remoteness of the Hancock areas which creates difficulty in coverage options. In consideration of these concerns, the DES would consider hiring 6 additional firefighters, or 36 in total (3 to address the Concerns in Rohrer'sville, and 3 to address the concerns in the Hancock areas). This addition will add the capability within the regional staffing plan to address the southern and western area concerns. **This move would be included in the planned SAFER Grant application, however it would generate an additional budgetary need and cost of \$60,295.86 (FY21), \$126,696.68 (FY 22), \$233,755.36 (FY 23) and \$432,772.10 (FY24), if authorized.** In the event the SAFER Grant was not awarded, the cost to add this option would be \$432,772.10 in FY21 and beyond.

**FISCAL IMPACT:** FY20 (fire) \$ 444,934.00, (EMS) \$ 694,357.37 (**\$1,139,291.30 annually**)  
 FY21 (fire) \$ 861,200.00, (EMS) \$1,994,365.28 (**\$2,855,565.20 annually**)  
 FY22 (fire) \$1,194,045.50, (EMS) \$2,037,349.40 (**\$3,231,394.90 annually**)  
 FY23 (fire) \$2,125,356.00, (EMS) \$2,081,408.10 (**\$4,206,764.10 annually**)  
 FY24 (fire) \$2,978,919.00, (EMS) \$2,126,568.30 (**\$5,105,487.30 annually**)

(Does not include the extra cost for covering Rohrer'sville and Hancock; the cost identified in the above paragraph would need to be authorized as well)

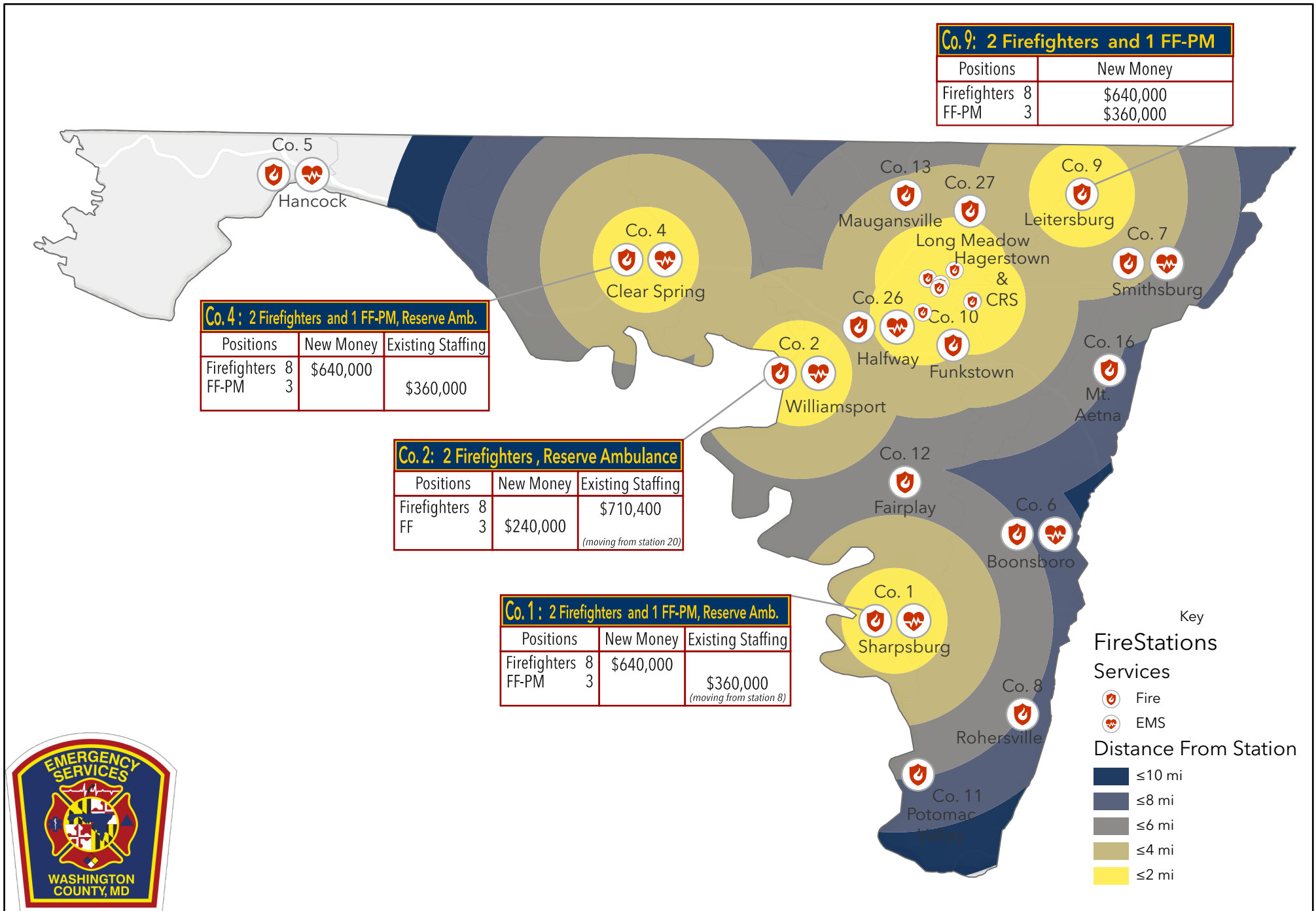
**CONCURRENCES:** County Administrator, Director of Emergency Services, Washington County Volunteer Fire and Rescue Association, Emergency Services Advisory Council

**ALTERNATIVES:** Continue with current funding and staffing levels

**ATTACHMENTS:** Regional Staffing Map, Volunteer Based Incentives (Company/Responder)



# Proposed Deployment Model



**Company Staffing-Fundraising Incentive**

	2018	FF Base Funding	Fire Call Subsidy	Sub Total	Subsidy Totals	Fund Raising	Fund Raising Subsidy	total	Current FF Subsidy	New Cash Total	2018 FF Expense	Net Difference (less FF exp.'s)
Co - 1 Sharpsburg	295	\$0.00	\$20.00			\$17,667.06	\$2,650.06	\$2,650.06	25000	\$2,650.06	\$0.00	\$2,650.06
Co - 2 Williamsport	945	\$0.00	\$20.00			\$57,237.81	\$8,585.67	\$8,585.67	25000	\$8,585.67	\$0.00	\$8,585.67
Co - 4 Clear Spring	400	\$0.00	\$20.00			\$171,699.00	\$25,754.85	\$25,754.85	25000	\$25,754.85	\$0.00	\$25,754.85
Co - 5 Hancock	632	\$21,000.00	\$20.00	\$12,640.00	\$10,744.00	\$26,066.58	\$3,909.99	\$35,653.99	25000	\$56,653.99	\$33,619.00	\$23,034.99
Co - 6 Boonsboro	485	\$21,000.00	\$20.00	\$9,700.00	\$8,245.00	\$1,694.31	\$254.15	\$29,499.15	25000	\$50,499.15	\$40,000.00	\$10,499.15
Co - 7 Smithsburg	399	No Career Staff	\$20.00	\$7,980.00	\$6,783.00	\$48,482.00	\$7,272.30	\$7,272.30	25000	\$7,272.30	\$0.00	\$7,272.30
Co - 8 Boonsboro 2	400	\$21,000.00	\$20.00	\$8,000.00	\$6,800.00		\$0.00	\$27,800.00	25000	\$48,800.00	\$40,000.00	\$8,800.00
Co - 9 Leitersburg	345	\$0.00	\$20.00			\$34,571.00	\$5,185.65	\$5,185.65	25000	\$5,185.65	\$0.00	\$5,185.65
Co - 10 Funkstown	1233	\$21,000.00	\$20.00	\$24,660.00	\$20,961.00	\$69,218.72	\$10,382.81	\$52,343.81	25000	\$73,343.81	\$78,000.00	-\$4,656.19
Co - 11 Potomac Valley	364	\$21,000.00	\$20.00	\$7,280.00	\$6,188.00	\$19,546.32	\$2,931.95	\$30,119.95	25000	\$51,119.95	\$52,209.00	-\$1,089.05
Co - 12 Fairplay	432	\$21,000.00	\$20.00	\$8,640.00	\$7,344.00	\$40,847.74	\$6,127.16	\$34,471.16	25000	\$55,471.16	\$25,000.00	\$30,471.16
Co - 13 Maugansville	819	\$21,000.00	\$20.00	\$16,380.00	\$13,923.00	\$111,336.98	\$16,700.55	\$51,623.55	25000	\$72,623.55	\$79,761.00	-\$7,137.45
Co - 16 Mt Aetna	394	\$21,000.00	\$20.00	\$7,880.00	\$6,698.00		\$0.00	\$27,698.00	25000	\$48,698.00	\$40,000.00	\$8,698.00
Co - 26 Halfway	1,044	\$21,000.00	\$20.00	\$20,880.00	\$17,748.00	\$448,352.88	\$30,000.00	\$68,748.00	25000	\$89,748.00	\$80,000.00	\$9,748.00
Co - 27 Long Meadow	695	\$21,000.00	\$20.00	\$13,900.00	\$11,815.00	\$70,000.00	\$10,500.00	\$43,315.00	25000	\$64,315.00	\$65,000.00	-\$685.00
Sharpsburg EMS						\$63,923.00	\$9,588.45	\$9,588.45				
Clearspring EMS						\$1,115.00	\$167.25	\$167.25				
Hancock EMS						\$0.00	\$0.00	\$0.00				
Smithsburg EMS						\$0.00	\$0.00	\$0.00				
Boonsboro EMS						\$80,136.00	\$12,020.40	\$12,020.40				
Community Rescue						\$0.00	\$0.00	\$0.00				
First Hag. E-1						\$618.00	\$92.70	\$92.70				
Antietam E-2								\$0.00				
Independent E-3						\$0.00	\$0.00	\$0.00				
West. Enter. E-4						\$98,715.00	\$14,807.25	\$14,807.25				
South Hag. E-5						\$0.00	\$0.00	\$0.00				
Pioneer Truck-1						\$0.00	\$0.00	\$0.00				
<b>all</b>	<b>8,882</b>	<b>\$210,000.00</b>		<b>\$137,940.00</b>			<b>\$130,255.13</b>	<b>\$487,397.18</b>				