

**February 17, 2009**  
**REGULAR SESSION #4**  
**MAYOR & CITY COUNCIL**  
**TOWN OF OCEAN CITY**

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**Present:**

**Mayor Richard W. Meehan**  
**Council President Joseph Mitrecic**  
**Council Secretary Lloyd Martin**

**Council Member James S. Hall**  
**Council Member Margaret L. Pillas**  
**Council Member Mary P. Knight**  
**Council Member Douglas S. Cymek**  
**Council Member Joseph T. Hall, II**

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**ATTENDANCE**

Mayor Rick Meehan, Council President Joe Mitrecic, Council Secretary Lloyd Martin, Council Members Jim Hall, Margaret Pillas, Mary Knight, Doug Cymek and Joe Hall, City Manager Dennis Dare, Acting City Solicitor Heather Stansbury, Assistant to City Manager Kathy Mathias, Special Events Director John Sullivan, Ocean City Fire Chief Chris Larmore, City Clerk Carol Jacobs, Members of the Press and Interested Parties.

**CALL TO ORDER**

Council President Joe Mitrecic called this Regular Session to order at 6:00 p.m., in the Council Chambers of City Hall, 301 Baltimore Avenue, Ocean City, Maryland 21842.

**PRAYER & PLEDGE**

Rabbi Susan Warshaw led the Prayer, and Council Member Joe Hall led the Pledge of Allegiance.

**REPORT FROM CITY MANAGER ON UPCOMING WORK SESSION**

City Manager Dare advised that the following items will be discussed in the upcoming Work Session:

1. Follow-up from the State Highway Administration on the Rt. 50 Bridge – presented by Jamaica Kennon of the State Highway Administration
2. Recommendation of award for Beach Equipment Rental Franchise Bids – presented by City Clerk Carol Jacobs
3. Request to purchase a Mobile Emergency AM Broadcast System through Homeland Security Grants – presented by Emergency Services Director Joe Theobald
4. Presentation of the Community Legacy Program and Mayor and Council Endorsement – presented by Ocean City Development Corporation Director Glenn Irwin
5. Report on frozen pipes and sprinkler activations – presented by Fire Marshal Sam Villani
6. Discussion of proposed Convention Center Improvements – presented by City Engineer Terry McGean
7. Proposed adjustment to Plumbing license and permit fees and administrative fees – presented by Planning and Community Development Director Jesse Houston
8. Discussion on Council Meeting guidelines and Parliamentary Procedure – led by Council President Joe Mitrecic

## **APPROVAL OF MINUTES**

Minutes of Regular Session #2, dated January 20, 2009; and, Regular Session #3, dated February 2, 2009 were approved as presented.

## **ITEMS PRESENTED TO THE MAYOR AND CITY COUNCIL**

Jon Burrell, Executive Director of the Local Government Insurance Trust (LGIT) presented a grant award for \$4,298.00 for training of the Town's two (2) Public Information Officers.

## **SPECIAL EVENT PERMIT REQUESTS**

Special Events Director John Sullivan presented the following events for approval:

- A. **White Marlin Festival and Crab Soup Cook Off**, on Saturday, May 2, 2009 on the Somerset Street Plaza. Present for questions were Danelle Amos and Lisa Parks. **Council Member Jim Hall moved to approve; seconded by Council Member Mary Knight. The vote was unanimous.**
- B. **2009 Walk MS Ocean City**, Saturday, April 18, 2009, from 9:00 a.m. to 1:00 p.m.. headquartered at the Grand Hotel on 21<sup>st</sup> Street. Present for questions was Whitney Pogwith of the National MS Society. **Council Member Mary Knight moved to approve; seconded by Council Secretary Lloyd Martin. The vote was unanimous.**
- C. **9<sup>th</sup> Annual Longboard Challenge**, June 5 – 7, 2009, on 37<sup>th</sup> Street, from noon to 1:00 p.m.. Present for questions was Shelly Dawson of the Ocean City Chapter of the Surfrider Foundation. **Council Member Jim Hall moved to approve; seconded by Council Member Doug Cymek. The vote was unanimous.**
- D. **St. Patrick's Day Parade**, March 14, 2009, starting at 10:00 a.m., from 61<sup>st</sup> to 44<sup>th</sup> Street. Buck Mann Delmarva Irish American Club announced that Pete and Susan Copenhagen will be the Grand Marshals of the Parade. **Council Member Mary Knight moved to approve; seconded by Council Secretary Lloyd Martin. The vote was unanimous.**
- E. **Seaside 10 Race**, October 31, 2009, from 2:00 p.m. to 8:00 p.m., at the Inlet Parking Lot. Present for questions was Chris Klebe. **Council Member Mary Knight moved to approve; seconded by Council Member Margaret Pillas. The vote was unanimous.**
- F. Director Sullivan requested approval to revise the 2009 Beach Fest Permit to include the AVP which brings world class volleyball athletes and extensive media coverage. Present for questions was Don Abramson and Brett Wolfe. Director Sullivan advised that Dorchester and Somerset Streets may need to be briefly closed for the media trucks and equipment loading/unloading. **Council Member Mary Knight moved to approve the revisions; seconded by Council Member Jim Hall. The vote was unanimous.**

## **NEW BUSINESS**

- A. Fred Wise reported on the United way Campaign results. He recognized Solid Waste Recycling Employee Doug Lewis and the Public Works Maintenance and Construction crew for their contributions. He reported that the 2008 Campaign raised \$37,905.00, and, 224 Town employees currently contribute.

- B. Ocean City Fire Chief Chris Larmore presented a monthly operational update for the Fire Department (see Attachment A). **Council Member Jim Hall moved to accept the administrative policy as presented; seconded by Council Member Mary Knight. The vote was unanimous.**
- C. Chief Larmore requested approval to purchase turnout gear, Hurst reel electric rewind hose, and solicit bids for the dive equipment and fire attack hose. **Council Member Mary Knight moved to approve; seconded by Council Secretary Lloyd Martin. The vote was unanimous.**
- D. Jason Lennox and Logan Barnes requested permission to allow portable sanitation facilities at 308 First Street for the OC Thriller Boat and OC Watersports businesses. **Council Member Jim Hall moved to approve with the conditions: (1) that the property is maintained and clear of debris, and, (2) that the business owner return annually for approval for conditional use of the port-a-pots on the property; seconded by Council Secretary Lloyd Martin. The vote was unanimous.**

#### **ITEMS REFERRED TO AND PRESENTATIONS FROM THE CITY SOLICITOR**

Acting City Solicitor Heather Stansbury presented the following for approval:

- A. Second Reading of Ordinance 2009-3, amending Chapter 110, entitled *Zoning*, to allow small wind energy systems. **Council Member Jim Hall moved to approve Ordinance 2009-3 on Second Reading as amended; seconded by Council Member Mary Knight. The vote was 6-1 with Council Member Joe Hall opposed.**
- B. Second Reading of Ordinance 2009-4, amending Chapter 14, entitled *Businesses*, eliminating the decal requirements for rental properties. **Council Secretary Lloyd Martin moved to approve; seconded by Council Member Jim Hall. The vote was unanimous.**

#### **ITEMS REFERRED TO AND PRESENTATIONS FROM THE CITY MANAGER**

- A. City Manager Dare requested permission to solicit bids for the Smith's Detection Hazardous Gas and Vapor Identifier. **Council Member Jim Hall moved to approve; seconded by Council Member Doug Cymek. The vote was unanimous.**
- B. City Manager Dare recommended a bid award to Pete's Cycle, in the amount of \$13,797.00, for three (3) All-Terrain Vehicles for Beach Patrol (FY09 Budget Allocation = \$18,000.00). **Council Member Jim Hall moved to approve; seconded by Council Member Doug Cymek. The vote was unanimous.**

#### **CITIZEN COMMENTS**

Finn McCabe thanked Zoning Administrator Blaine Smith and Planning and Community Development Director Jesse Houston for their efforts to establish small wind energy systems.

#### **CLOSED SESSION**

**Council Member Jim Hall moved to convene into Executive Session at 7:15 p.m. to consult with Council to obtain legal advise, and, to consider the acquisition of real property for a public purpose and matters directly related thereto; seconded by Council Secretary Lloyd Martin. The vote was unanimous.**

The meeting reconvened at 7:55 p.m..



**CLOSED SESSION REPORT**

Council President Joe Mitrecic reported that an Executive Session was held at 7:15 p.m. to discuss legal and real estate matters. Person present were: Mayor Rick Meehan, Council President Joe Mitrecic, Council Secretary Lloyd Martin, Council Members Jim Hall, Margaret Pillas, Mary Knight, Doug Cymek and Joe Hall, City Manager Dennis Dare, Acting City Solicitor Heather Stansbury, Assistant to City Manager Kathy Mathias, City Engineer Terry McGean, Public Works Director Hal Adkins and Assistant Public Works Director James Parsons. **Council Member Mary Knight moved to close the Executive Session; seconded by Council Secretary Lloyd Martin. The vote was unanimous.**

**COMMENTS FROM THE MAYOR AND CITY COUNCIL**

None

**Council Member Mary Knight moved to adjourn at 7:56 p.m.; seconded by Council Member Jim Hall. The vote was unanimous.**

Minutes prepared by Deputy City Clerk Kelly Allmond \_\_\_\_\_

Minutes certified by City Clerk Carol Jacobs

Minutes approved on:

Ocean City Fire Department  
Standard Operating Guidelines

**Administrative Policies**

Subject: Career Division Assistant Chief Promotional Process  
Created: 02/2009  
Section: 901.00

**901.01 Purpose**

The purpose of this guideline is to establish a fair and equitable means to ensure upward movement in the organization from one rank classification to that of Assistant Chief. This will be accomplished through a valid testing process.

The department shall develop and implement all aspects of the promotional process. The promotional process shall be carried out in an effective and non-discriminatory manner.

**901.02 Policy**

1. The Assistant Chief promotional process shall consist of the following elements:
  - A. Written examination consisting of multiple choice questions. The exam shall cover supervisory and management topics germane to the operation of the Fire Department and the City government. Candidates for the position shall be given a list of the source documents from which the questions will be derived.
  - B. A problem solving exercise. In the problem solving exercise, the candidate shall be given management or operational problems to evaluate and address. The candidate will generate a written response addressing each problem presented.
  - C. An oral interview with an interview board.
  - D. Each element of the testing process will be weighted in a manner approved by the Fire Chief.
  
2. Final selection by the Fire Chief. The Fire Chief will be provided with the scores from the written exam, problem solving exercise, and the oral interview. Candidates shall be ranked from highest to lowest based upon the sum of their scores in each element. The Fire Chief shall consider the top ranked candidates in making his or her selection for the Assistant Chief's position. If necessary, the Fire Chief may choose to conduct individual interviews of each candidate.

3. Each candidate for the position of Assistant Chief shall be provided with a process document explaining the promotional process in detail. At minimum, the process document shall include:
  - A. A description of the testing process, including assigned weighting of each element.
  - B. A test question source document list.
  - C. Dates, times, and location of testing.
  - D. Oral interview process and interview board composition.
  - E. The scheduling procedure for oral interviews.
  - F. Timeline for rendering a decision in the selection process.
  - G. Any documents that the candidate may be required to submit.