

TOWN OF OCEAN CITY  
301 N. BALTIMORE AVENUE  
OCEAN CITY, MARYLAND 21842

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## MARCH 12, 2013 ✦ WORK SESSION

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In attendance: Mayor Rick Meehan, Council President Lloyd Martin, Council Secretary Mary Knight, Council Members Margaret Pillas, Doug Cymek, Brent Ashley, Dennis Dare and Joe Mitrecic, City Solicitor Guy Ayres, Public Works Director Hal Adkins, Ocean City Development Director Glen Irwin and President Bob Givarz, Fire Chief Chris Larmore, Recreation and Parks Director Tom Shuster, Emergency Service Director Joe Theobald, City Clerk Kelly Allmond, Members of the press and interested parties. Council Member Margaret Pillas was absent.

### CALL TO ORDER

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Council President Lloyd Martin called this meeting to order at 11:00 a.m. in the Council Chambers of City Hall, 301 North Baltimore Avenue, Ocean City, Maryland 21842; then, **Council Secretary Knight moved to convene into closed session to: (1) consult with counsel to obtain legal advice, and (2) discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation or performance of employees or officials over whom it has jurisdiction and any matter that affects one or more specific individuals. The vote was 4-0 with Council Members Dare, Pillas and Mitrecic out of the room.**

Council President Lloyd Martin reopened the meeting at 1:00 p.m.

### PLEDGE OF ALLEGIANCE

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Mayor Rick Meehan led the Pledge of Allegiance.

### REPORT ON CLOSED SESSION – MARCH 12, 2013 – 12:00 P.M.

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Council President Lloyd Martin reported that legal and personnel matters were discussed in closed session. Persons present were Mayor Rick Meehan, Council President Lloyd Martin, Council Secretary Mary Knight, Council Members Margaret Pillas, Doug Cymek, Brent Ashley, Dennis Dare, Joe Mitrecic, City Manager David Recor, City Solicitor Guy Ayres, Human Resource Director Wayne Evans, and Executive Office Associate Diana Chavis.

### COMMENTS FROM THE PUBLIC

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- Al Wendling thanked the OCDC for being responsive to his concerns about bikes, and, he supports Fire Chief Chris Larmore “awake policy”.
- John Adkins said he is in favor of lowering the speed limit on Coastal Highway, and, suggested a parking pass program.

NEW BUSINESS

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- **Unscheduled Item:** Mayor Rick Meehan announced the Mayor and Council's endorsement of the Memorandum of Understanding between the Ocean City Volunteer Fire Department and the Mayor and Council. Deputy Fire Marshal Cliff Christello was also present to endorse the Memorandum
  
- A. Pedestrian Safety Awareness Campaign proposal presented by Karen Waggoner, Lower Shore Regional Traffic Safety Program Manager for Maryland Motor Vehicle Administration (see Attachment A). **Council Secretary Knight moved to support the Pedestrian Safety Awareness Campaign and allow City Employees to wear the Pedestrian Safety t-shirt on casual Fridays; seconded by Council Member Doug Cymek. The vote was 6-0 with Council Member Pillas absent.**
  
- B. Ocean City Development Corporation Annual Report presented by Executive Director Glenn Irwin and President Bob Givarz (see Attachment B) **Council Member Joe Mitrecic moved to approve (1) lease of public right of way space at 8 Somerset Street for bicycle rental use; (2) lease of public right of way space at 6 Somerset Street for Segway and mobility scooter use; (3) use of public right of way space at 4 Somerset Street for tables, chairs and umbrellas; and, (4) allow the use of lease payments from bicycle and Segway businesses to be applied towards special event costs on Somerset Plaza this summer; seconded by Council Secretary Knight. The vote was 6-0 with Council Member Pillas absent.**
  
- C. Quarterly Recreation and Parks Report presented by the Recreation and Parks Director (see Attachment C)
  
- D. Direct Media request to expand saleable advertising space on Boardwalk Trams presented by Public Works Director. **Council Secretary Knight moved to approve Direct Media's request to expand advertising space on boardwalk trams to include "full wrap" advertising on the power units for the sum of \$13,000.00; seconded by Council Member Doug Cymek.** [Council Secretary Mary Knight withdrew her motion.] Council President Lloyd Martin asked Director Adkins to (1) determine the worth of ad space on the trams; (2) try to give Old Bay an opportunity to get them at the new price, and (3) test the National Market to determine the value of this ad space.
  
- E. Emergency Management Institute training report presented by Emergency Services Director (see Attachment D)
  
- F. Quarterly Fire/EMS Report presented by Fire Chief (see Attachment E)
  
- G. City Clerk request to approve changes to Policy and Procedure Manual Item 600-11, Banner Policy **Council Member Joe Mitrecic moved to approve the revisions to PPM 600-11, Banner Policy as presented; seconded by Council Secretary Knight. The vote was 6-0 with Council Member Pillas absent.**

ADJOURN

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**Council Member Joe Mitrecic moved to adjourn at 3:18 p.m.; seconded by Council Member Doug Cymek. The vote was 6-0 with Council Member Pillas absent.**

Approved 4.1.2013  
*Glenn Irwin*

Karen Waggoner from the Maryland Highway Safety Office will appear before the Council to request permission for projects recommended by the Ocean City Pedestrian Safety Committee.

This committee is made up of representatives of the State Highway Administration (SHA), Ocean City Public Works, The Chamber of Commerce, the Health Dept, area business owners and many more. It was formed to help reduce the number of pedestrian crashes that are occurring in Ocean City. SHA's Assistant District Engineer, Ken Cimino is the chair of the committee and will be present to answer any questions about the plans for the upcoming season.

Requests to the council are as follows:

\*The Maryland Highway Safety Office would like to purchase shirts for all the City Employees to wear on Casual Friday's in the summer. These shirts would serve as a reminder to people who entering Ocean City for the weekend when most crashes occur. The shirts would be in the bright highway safety green color. They would have a Walk Smart logo on the back and a small OC logo on the front. We would only produce these if we have permission for the employees to wear them.

\*SHA would like to produce bumper stickers and trash can decals with a Walk Smart message to be place on city vehicles and trash cans. We would only produce these if we have permission from the council for them to be used.

\*SHA would like to produce buttons with the same Walk Smart message for City Employees to wear during the week. They also would like to produce them for area bars and restaurant workers to wear. We wanted to ask permission for the employees while we are in production.

\*SHA would like to ask permission for city offices to display small round window clings with the Walk Smart Safety Message. We would be producing these for local businesses as well.

For more information please contact

Karen Waggoner

Regional Traffic Safety Program Manager- Lower Shore

410-677-4048 [kwaggoner@mdot.state.md.us](mailto:kwaggoner@mdot.state.md.us)

## ***Ocean City Development Corporation***

To: Mayor and City Council members  
From: Glenn Irwin, Executive Director  
Date: March 6, 2013  
Re: OCDC update and requests

The Ocean City Development Corporation welcomes the opportunity to provide a presentation to the Mayor and City Council of its past year's projects and achievements. This year's update presentation will be provided by Bob Givarz, OCDC President, and Glenn Irwin, OCDC Executive Director. In addition, the OCDC has requests to be made pertaining to uses on Somerset Plaza.

The OCDC, working with several Somerset Plaza business owners, and the City's Planning & Community Development Department, is requesting the following actions from the Town of Ocean City:

- 1) lease of public right of way space at 8 Somerset Street for bicycle rental use
- 2) lease of public right of way space at 6 Somerset Street for Segway and mobility scooter use
- 3) use of public right of way space at 4 Somerset Street for tables, chairs, and umbrellas
- 4) use of lease payments from bicycle and Segway businesses to be applied towards special event costs on Somerset Plaza this summer

For the past nine years the Surf and Cycles bike store at 8 Somerset Street has been allowed to use designated portions of the public right of way on Somerset Plaza for staging. For about the past seven years the Segway/Mobility scooters rental business has used the public right of way. The OCDC believes these uses have added activity to the Plaza and recommends the continuation of these uses subject to conditions that have been included in the attached leases. The attached leases are the same as last year's approved leases for both businesses.

The OCDC is requesting the \$2,000 of revenue from these two rental payments to be applied towards special event activities on the Plaza for this coming season. The OCDC is recommending eight music events during the OC Cruiser car exhibitions held during the summer season. These activities would be coordinated between the OCDC and OC Cruisers.

The Muze Cafe business at 4 Somerset Street started its operations during the 2009 summer season. This year the business has a new owner, but the business name will remain the same. This business is requesting six tables with chairs to be placed in the public right of way as shown on the attached Plaza plan as well as a large umbrella(s) covering these tables. The OCDC believes this coffee shop coupled with the bikes and Segways are complementary and enhance the active morning and afternoon uses on the Plaza. These café style tables, chairs, and umbrella will be provided by the coffee shop

owner and are the same tables and chairs used last year. The owner will be subject to the requirements including charges and insurance coverage of the City's Picnic Tables in the Right of Way regulations. The tables and chairs are to be removed each evening by the store owner. Special events approved by the Mayor and City Council supersede this use. The revenue generated by the tables in the public right of way would be provided to the Town of Ocean City as is currently done for other restaurants and cafes. This table agreement lease would provide \$350 to the Town of Ocean City.

Thank you for your consideration of these requests.

TOWN OF OCEAN CITY

Winterfest of Lights  
 Statistical Comparisons of 2011-2012 to 2012-2013

Revised Data as of February 21, 2013\*

A. Revenue Analysis

<u>Item</u>	<u>Revenue Nov. 17, 2011 - Jan. 1, 2012</u>	<u>Revenue Nov. 15, 2012- Jan. 1, 2013</u>	<u>Difference</u>
Train Revenue	\$368,415.00	\$340,637.50	\$ (27,777.50)
Gift Shop Sales	\$ 94,432.67	\$102,866.16	\$ 8,433.49
Santa Photos	\$ 47,612.95	\$ 48,032.27	\$ 419.32
Donations (NSP)	\$ 2,600.10	\$ 2,020.91	\$ (579.19)
TOTALS w/o Tax	\$513,060.72	\$493,556.84	\$ (19,503.88)
Sales Tax	\$ 8,967.42	\$ 9,301.81	\$ 334.39
TOTALS with Tax	\$522,028.14	\$502,858.65	\$ (19,169.49)

B. Participation Analysis at Northside Park compared to last year

<u>Item</u>	<u>2011 - 2012</u>	<u>2012 - 2013</u>	<u>Difference</u>
Passengers at NSP	107,405	95,599	11,806
Average Daily Passengers	2,335	1,992	343

C. Participation Analysis at Northside Park this year compared to the 20 year average

<u>Item</u>	<u>2012 - 2013</u>	<u>20 Yr. Average</u>	<u>Difference</u>
Passengers at NSP	95,599	84,278	11,321

\* Data reported is not a final audit report. Financial data represents the entries made to the RecTrac computer point of sales system at NSP and reported to the Finance Department as of the date of this report.

Current: February 21, 2013

## OCEAN CITY RECREATION & PARKS Camps Schedule 2013

As of 3/5/13	OCEAN CITY RECREATION & PARKS Camps Schedule 2013									
Camp Name	6/17-6/21	6/24-6/28	7/1-7/5	7/8-7/12	7/15-7/19	7/22-7/26	7/29-8/2	8/5-8/8	8/12-8/16	
Camp Horizon	X	X	X	X	X	X	X			
Scamper Camp	X	X	X	X	X	X				
Art Camp						X	X	X	X	
Baseball Camp								X		
Basketball Camp All Star	X	X								
Basketball Camp Girls							X			
Boogie Board Camp		X		X		X			X	
Cheerleading Camp									X	
Dance & Babies Camp								X		
Drama Camp							X			
Flag Football Camp							X			
Golf Camp		X		X						
Fishing Camp	X			X					X	
Jr. Beach Patrol				X	X	X	X + p.m.	X + p.m.	X	
LAX Camp Boys			X							
LAX Camp Girls					X					
Kayak/Fishing Camp							X			
Nature Camp		X								
Paddleboard Camp	X									
Skate Camp	X				X				X	
Soccer Camp				X	X	X				
Tennis Academy		X		X	X	X		X		
Tennis Pee Wee Camp		X		X	X	X		X		
Science Camp								a.m.+p.m.		
Surf Camp		X		X		X			X	
Volleyball Beach Camp			X							
Volleyball Camp							X p.m.			



OCEAN CITY, MD IEMC  
FEBRUARY 4-7, 2013 Emmitsburg, MD



## What is an IEMC ?

Instructional and exercise-based training that addresses the integration of emergency management functions across all disciplines to effectively manage response to emergencies and disasters.

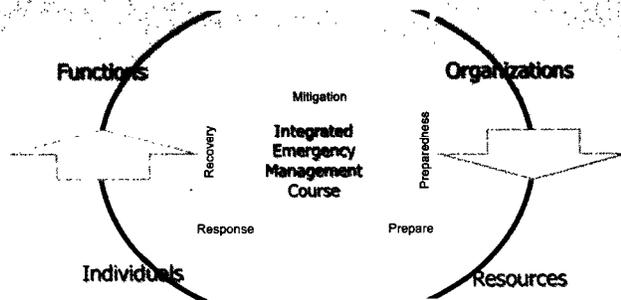
- Preparedness
- Response
- Recovery, and
- Mitigation



12 IEMC courses have been offered nationwide and completed from January 1, 2010 to March 1, 2013, training a total of 643 students. Ocean City IEMC trained a total of 67 personnel: (39) employees, (3) Mayor & Council, (9) Volunteers, and (16) (MD & DE) State, County, Local Government, and private sector attendees.



IEMC Methodology - Integration of Government and Community



## Ocean City IEMC Goal

To build awareness and skills needed to execute plans, implement policies, and develop procedures to protect life and property in the event of an emergency or disaster; and further develop relationships, collaboration, and consensus to solve any crisis.





### Specific Ocean City IEMC Objectives

- Test the revised Comprehensive Emergency Operations Plan emergency plans, policies and procedures
- Identify additional planning and/or resource needs
- Clarify roles, responsibilities and authority within government
- Improve cooperation and coordination within government
- Improve communication and relationships after the IEMC



1. Ocean City government has the obligation to ensure plans and policies are in place to protect residents, property owners, and guests, and their property in the event of a disaster.
2. The community also expects that when the time comes, government can deliver effectively on those plans and policies.
3. The IEMC provided additional knowledge and skills enhancement to help attendees improve performance objectives:
  - Understand available resources and their capabilities
  - Build partnerships
  - Learn how other disciplines function
  - Learn how to deal with the community, and other Federal, State, and County agencies.



### Priorities addressed by the Ocean City IEMC:

- Policy development
- Planning
- Decision-making
- Communications
- Coordination
- Resource Management
- Process
- Collaboration
- Relationships / Team Building



### Course Module Content

- Unit 1: Hurricane Forecast Modeling
- Unit 2: EOC Function and Design
- Unit 3: EOC Management
- Unit 4: EOC Planning
- Unit 5: Policy-Level Critical Decision Making
- Unit 6: Communications & Functional Meets
- Unit 7: Mass Care & Sheltering
- Unit 8: ICS/EOC Interfacing
- Unit 9: Public Information & Emergency Warnings
- Unit 10: Social Media
- Unit 11: Functional Exercise 1
- Unit 12: Stress Management
- Unit 13: Tabletop Exercise
- Unit 14: Functional Exercise 2
- Unit 15: Tabletop Recovery Exercise





## Where are we going?

- Approval by the Mayor & City Council of the revised Comprehensive Emergency Operations Plan (EOP)
- Incorporate the EOP in all training and exercises
- Develop a Comprehensive Recovery Plan for the community



## Any Questions?





### RESPONSE TIME

Response time is defined herein as the time it takes for personnel to reach the location of the emergency, from the time of dispatch.

Extensive scrutiny, research, and monitoring, will continue regarding the response times of the Ocean City Fire Department. Response times have been closely monitored, and reported over the last 3-4 years, with an approximate response time in the area of about 4 minutes and 30 seconds.

The chart enclosed verifies the continuance of this compliance for calendar year 2012, with an average of 4 minutes and 33 seconds. The chart also provides important information that allows us to adapt to changing conditions with each geographic area of responsibility.

- 1) American Heart Association recommends a less than 8 minute response time for ALS units. We far exceed that.
- 2) NFPA recommends 10 persons on the scene of a fire incident within 10 minutes 90% of the time. We meet that on working incidents.

The area of response time that can be controlled is the time from dispatch to arrival in a safe manner. This is an ongoing initiative that is being studied with additional recommendations forthcoming at the next Command Staff meeting.

2012  
Unit Dispatch to First Arriving Unit On-Scene Time by Call Type and Box Area (Minutes:Seconds)

Box Area	Box	Fire
Box 1	3:45	4:30
Box 2	3:45	4:33
Box 3	4:15	5:28
Box 4	4:31	5:01
Box 5	4:55	5:48
Box 6	5:43	7:30

Overall 4:25 5:08  
All Calls (Excludes Fire) 4:33

\* This includes all calls, excluding out of district calls (Delaware, Worcester, etc.)

Box 1 10th to 40th  
Box 2 In-town, south of 10th Street  
Box 3 40th to 94th  
Box 4 94th to De Line  
Box 5 Rt 50 North in Ocean City's Response Area  
Box 6 South of Rt. 50 in Ocean City's Response Area

This information was compiled from CAD Data.



**CALL VOLUME - 2012**

The "call volume" of the Ocean City Fire Department is a consistent variable that is closely monitored to best enable us to schedule and distribute personnel and equipment for anticipated needs. Compared to 2011, 2012 again showed an increase in calls for service. This tracking also allows us to monitor out-of-town transports, crucial information in the difference in time of a unit being out of service. Another factor that will become an issue in the future is the amount of calls in the West Ocean City district, and the trends that follow. Attached please find the final report

2012 CALL VOLUME  
CALLS BY CALL TYPE AND TRANSPORT DATA

CALL TYPE	2011	2012	TOTAL
Fire	100	100	200
Medical	100	100	200
Police	100	100	200
Other	100	100	200
<b>TOTAL</b>	<b>400</b>	<b>400</b>	<b>800</b>

CALL TYPE	2011	2012	TOTAL
Fire	100	100	200
Medical	100	100	200
Police	100	100	200
Other	100	100	200
<b>TOTAL</b>	<b>400</b>	<b>400</b>	<b>800</b>

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Other	100	100	200
<b>TOTAL</b>	<b>400</b>	<b>400</b>	<b>800</b>

TRANSPORT TYPE	2011	2012
Local	100	100
Out of State	100	100
<b>TOTAL</b>	<b>200</b>	<b>200</b>

TRANSPORT TYPE	2011	2012
Local	100	100
Out of State	100	100
<b>TOTAL</b>	<b>200</b>	<b>200</b>

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Local	100	100
Out of State	100	100
<b>TOTAL</b>	<b>200</b>	<b>200</b>

TRANSPORT TYPE	2011	2012
Local	100	100
Out of State	100	100
<b>TOTAL</b>	<b>200</b>	<b>200</b>



### CREW STATUS - 2012 – SHIFT REPORTS - PROCEDURES

Crew status and their activity is monitored on a daily basis, and reviewed by the Fire Chief within 24 hours, seven days a week. The practice of always maintaining at least one crew available for a call for service, versus having too many crews working (an economic issue) is a dynamic challenge, and one of our most important responsibilities. When we are “out of crews,” calls are handled by “splitting crews,” supervisors, or volunteers.

This procedure starts with a “shift report” completed every 12 hours of operation by the Officer in Charge (OIC). The information is then transferred to a monthly recap, along with reviews/recommendations by the entire command staff.

Personnel staffing is then assigned for anticipated future schedules based on previous history. Staffing levels do not provide for the extreme or extraordinary calls, but are the “minimum staffing” requirements merging citizen service and expense.

***In 2012, it was reported by the Command Staff that, although there were some close calls, all requests for service were immediate handled. The Ocean City Fire Department does not “stack calls.” If needed, we also have excellent and readily-available mutual aid with all surrounding jurisdictions.***



### QUALITY ASSURANCE – EXPANDED PROGRAM FOR 2013

The Ocean City Fire Department recognizes the continued necessity to review all aspects of our delivery service.

We are preparing a SWOT analysis of our Customer Service. The growth of our Department reflects that of the community we serve. There are continuing projects that facilitate our growth and ever-changing medical and tactical objectives. One thing that we must focus our attention on is the customers’ perception of the services we deliver. We have a variety of contact opportunities with the community:

- EMS calls
- Fire calls
- Public service calls
- Fire prevention
- Training
- Mutual aid calls
- Inter-agency scenes/events
- Station drop-ins
  - Directions
  - Blood pressure checks
  - Smoke/CO detector inquiries
  - Station tours pediatric/adult
  - T-shirt sales
- Phone calls Meeting room rentals
- Meeting room rentals

Ultimately, it is the community’s safety and satisfaction that must be a priority. A large amount of the funding for the Volunteer Division is dependent upon donations from the members of this community, in addition to the tax dollars contributed by our taxpayers through the City budget

Many of the long-term projects I have presented to you in previous discussions are continuing to progress and their success will directly affect our customer service.



- Officer development
- Recruitment/hiring/retention
- Training of new hires
- Live-in program
- SOG development/implementation
- Response times
- Community outreach program
- Equipment

At the top of our list is the need to hire immediately to fill full time positions vacated over the years through retirement. Our call volume has also increased over the years, creating a need for additional personnel. We are redesigning our recruitment and hiring programs to seek out the most qualified people of good character who have the energy, strength, and passion to support and fortify our department as we look to the future.

We have an internal "chart review" process, where patient reports are reviewed for protocol compliance and actions. This will be expanded in 2013.

As part of our analysis, we are developing a means to not only evaluate our service internally, but through the final delivery of service, including a survey form to each patient or contact and random follow-up phone calls.

***One of our overall 2013 goals is to ensure we are delivering the very best service, and to confirm that initiative through all reasonable avenues.***

### **NEW HIRES – CAREER DIVISION**

The Ocean City Fire department has requested 12 new full-time employees. The last new hires were acquired 7-8 years ago, with the subsequent retirement/resignation of 7 persons, 3 years ago. A complete study was performed that identified a shortage of an additional 6 full-time providers prior to the reduction. This was, and continues to be, based on the large number of part-time workers exceeding standard full-time hours, among these other challenges.

- 1) Availability of part time Fire/EMS workforce around their primary employment.
- 2) Overall decline in available part time Fire/EMS workforce.
- 3) Cost of initial and yearly training relative to return of part time personnel.
- 4) Cost to properly equip a higher number of staff, clothing, gear etc.
- 5) Cost to manage a higher number of personnel.
- 6) Proficiency of a higher number of candidates.
- 7) Overtime costs.
- 8) Maintaining unemployment claims.