



100 West Washington Street, Suite 1101 | Hagerstown, MD 21740-4735 | P: 240.313.2200 | F: 240.313.2201  
[WWW.WASHCO-MD.NET](http://WWW.WASHCO-MD.NET)

**BOARD OF COUNTY COMMISSIONERS**  
**January 13, 2026**  
**OPEN SESSION AGENDA**

9:00 AM     INVOCATION AND PLEDGE OF ALLEGIANCE  
                  CALL TO ORDER, *President John F. Barr*  
                  APPROVAL OF MINUTES: *December 9, 2025*

9:05 AM     COMMISSIONERS' REPORTS AND COMMENTS

9:20 AM     STAFF COMMENTS

9:30 AM     1. WASHINGTON COUNTY MUSEUM OF FINE ARTS – UPDATE AND FY27 SUPPORT REQUEST  
*Sarah J. Hall, Director; Jim Holzapfel, President; Ted Reeder, Vice President; Justin Hartings, Treasurer, Washington County Museum of Fine Arts*

9:40 AM     2. MARYLAND DEPARTMENT OF NATURAL RESOURCES – GREENSPACE EQUITY GRANT APPLICATION  
*Andrew Eshleman, Director, Public Works; Maria Kramer, Director, Purchasing*

9:45 AM     3. SOLE SOURCE PROCUREMENT (PUR-1794) – MAINTENANCE AGREEMENT FOR LIFEPAK MONITORS/DEFIBRILLATOR DEVICES, AUTOMATED EXTERNAL DEFIBRILLATORS (AED), AND LUCAS CPR DEVICES  
*Brandi Kentner, Director, Purchasing; David Hays, Director, Emergency Services; David Chisholm, Deputy Director, Emergency Services*

                  4. CONTRACT AWARD (PUR-1765) 40 WEST LANDFILL CELL 5 CONSTRUCTION  
*Brandi Kentner, Director, Purchasing; Dave Mason, Deputy Director, Solid Waste*

9:50 AM     5. HIGHFIELD WATER DEVELOPMENT, SPRING 2 AND WELL NO. 9 CONTRACT AWARD  
*Joseph Moss, Deputy Director – Engineering, Environmental Management*

10:00 AM    6. REQUEST TO APPROVE THE ADDITION OF NINE FIREFIGHTER FAO POSITIONS IN FY26  
*R. David Hays, Director, Emergency Services; David Chisholm, Deputy Director, Emergency Services; James L. Sprecher Jr., President, WCFRA; Oley Griffith, Volunteer Coordinator, Emergency Services*

10:05 AM 7. MEMORANDUM OF UNDERSTANDING UPDATE: PARAMEDIC PROGRAM

*R. David Hays, Director, Emergency Services; Kevin Lewis, Deputy Director, Emergency Services*

10:10 AM 8. STATE HOMELAND SECURITY GRANT BUDGET ADJUSTMENT

*Chip Rose, Director, Human Resources; Alan Matheny, Director, Emergency Management and Communications*

10:15 AM 9. AIRPORT GRANT BUDGET ADJUSTMENT

*Zane Garrett, Deputy Director, Budget and Finance*

10. 540 WESTERN MARYLAND PARKWAY – BUDGET ADJUSTMENT

*Zane Garrett, Deputy Director, Budget and Finance*

11. SMITHSBURG WASTEWATER TREATMENT PLANT – BUDGET ADJUSTMENT

*Zane Garrett, Deputy Director, Budget and Finance*

10:25 AM 12. TAX DIFFERENTIAL

*Michelle Gordon, County Administrator; Kelcee Mace, Chief Financial Officer; Zane Garrett, Deputy Director, Budget and Finance*

10:45 AM 13. POTENTIAL LEGISLATIVE ITEMS

*Zachary Kieffer, County Attorney*

11:00 AM 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. Personnel matters are confidential.*

- *Appointment to Building Code Board of Appeals*
- *Appointments to Recreation and Parks Advisory Board*
- *Discussion related to open positions (2) in County government*
- *Discussion of compensation/incentives within a county department.*

*To consult with counsel to obtain legal advice on a legal matter (7). Open session discussion would breach attorney/client privilege.*

- *Status update and legal advice from County Attorney on County-Involved legal matter*

*To consult with staff about pending or potential litigation (8). Open session discussion would divulge litigation strategies and settlement negotiations.*

- *Consultation with staff pertaining to contract breach and dispute by vendor)*

12:30 PM RECONVENE IN OPEN SESSION

12:30 PM SECOND STAFF COMMENTS – *for approval to fill open position in County Government, if needed.*

ADJOURNMENT

*Citizens' comments regarding the items on this Agenda or any other item of County business may be directed to: [contactcommissioners@washco-md.net](mailto:contactcommissioners@washco-md.net).*

*You may also contact each Commissioner individually at:*

*John F. Barr, President: [jbarr@washco-md.net](mailto:jbarr@washco-md.net) or (240) 313-2205;*

*Jeffrey A. Cline, Vice President: [jcline@washco-md.net](mailto:jcline@washco-md.net) or (240) 313-2208;*

*Derek Harvey, Commissioner: [dharvey@washco-md.net](mailto:dharvey@washco-md.net) or (240) 313-2206;*

*Randal A. Leatherman, Commissioner: [raleatherman@washco-md.net](mailto:raleatherman@washco-md.net) or (240) 313-2209;*

*Randall E. Wagner, Commissioner: [rwagner@washco-md.net](mailto:rwagner@washco-md.net) or (240) 313-2207.*

*Additionally, you may contact Michelle Gordon, County Administrator at  
[mgordon@washco-md.net](mailto:mgordon@washco-md.net) or (240) 313-2202.*



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Open Session Item

**SUBJECT:** Washington County Museum of Fine Arts – Update and FY27 Support Request

**PRESENTATION DATE:** January 13, 2026

**PRESENTATION BY:**

- Sarah J. Hall, Director
- Jim Holzapfel, President
- Ted Reeder, Vice President
- Justin Hartings, Treasurer

[sjhall@wcmfa.org](mailto:sjhall@wcmfa.org)  
[gem42@hotmail.com](mailto:gem42@hotmail.com)  
[tedr@tigerseyebenefits.com](mailto:tedr@tigerseyebenefits.com)  
[jhartings@biaera.com](mailto:jhartings@biaera.com)

**RECOMMENDED MOTION:** For informational purposes.

**REPORT-IN-BRIEF:** The Museum of Fine Arts' budget request for FY27 is \$143,500, which represents a \$1,500 increase over FY26. Please note that the county funded \$142,000 in FY25.

**DISCUSSION:** We'll summarize the major accomplishments thus far in FY26, while looking ahead to major activities of FY27, and providing a financial snapshot of the close of FY25. Time will be spent reviewing the museum's financial health and an update on the progress of our expansion project. All of these museum activities are in support of our mission to provide a vibrant place for the presentation and exploration of art of lasting quality for the benefit of a diverse public.

Implemented through:

- Intentional art collecting
- Free admission to art collections of national importance
- Vigilant preservation and stewardship of art
- Appealing exhibitions and programs developed to encourage regional tourism and reach diverse audiences including aspiring and practicing artists; students, educators and scholars; art collectors and patrons; as well as non-artists and people with varied interests
- Lively and interactive interpretation of collections and exhibitions, including both on-site, off-site, and online public events, lectures, concerts, art instruction and other programs designed to connect people to art.
- Opportunities to participate in artistic interest groups through the museum
- Opportunities for individuals and groups with special needs to participate and enjoy the museum's resources

**FISCAL IMPACT:** \$143,500

**CONCURRENCES:** N/A

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Museum of Fine Arts FY27 Operating Budget Request

**AUDIO/VISUAL NEEDS:** PowerPoint Presentation

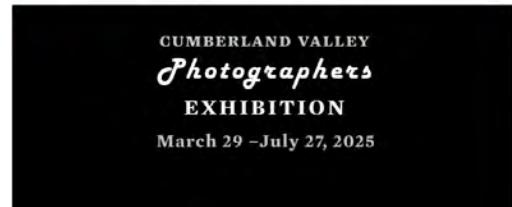


Entrance to *Frida Kahlo: Picturing an Icon*



James Holzapfel, President  
Sarah J Hall Executive Director  
Ted Reeder, Vice President  
Justin Hartings, Treasurer  
Katharine Oliver, Secretary

Exhibitions (opened in calendar year 2025): *The Sincerest Form: Master Art Copyists, Cumberland Valley Photographers, Washington County Public Schools Art Exhibition, Frida Kahlo: Picturing an Icon, In Nature's Studio: Two Centuries of American Landscape Painting, Cumberland Valley Artists.*



## Build a strong, compelling exhibition schedule to drive regional tourism and ultimately become a Mid-Atlantic destination.

*The exhibit was such an interesting and unique peek into the life of Frida. Thanks to all who made it happen!*

Jennifer H. Facebook comment

*We just stumbled upon this place and found one of our favorite artists on exhibit: Frida Kahlo! Home run!*

Linda R. Google review

*Such a beautiful exhibit. Thank you for sharing it with us.*

Krystalle M. Facebook comment

	Attendance	Retail Sales	Donations
Frida	17,972	\$17,477.04	\$14,283.00
Picasso	13,118	\$13,669.39	\$11,943.91
Childhood			
Favorites	14,671	\$15,058.04	\$12,991.77



*I've been to both Kahlo shows— this one in Hagerstown and the one in Richmond. Go see the Hagerstown show— it's free, no hellish drive on 95 and frankly we learned much more from this intimate family album and its illuminating captions. Bravo WCMFA!*

Laura A., Facebook comment

## Some Key Metrics related to *Frida Kahlo: Picturing an Icon*

**Overall attendance: 17,972**

14% higher than anticipated

23% higher than same time period in FY25, 48% higher than FY24

37% higher than Picasso prints exhibition, 23% higher than children's book illustration exhibition

**Donations:** 20% higher than during Picasso prints exhibition, 10% higher than during Children's book illustration exhibition.

**Retail Sales:** 28% than during Picasso; 16% higher than during Children's Books

**Impact on online activity:** 43% of typical annual online activity in one quarter

Visitors from as far California, Washington state, and Florida, as well as throughout Mid-Atlantic

Hello WCMFA team,

I am a Hagerstown native and went to the museum today specifically for the Frida exhibit. It was absolutely wonderful and thoroughly exceeded my expectations. I especially enjoyed how the curator/exhibit designers included paintings next to each photo painted in the same year as the photos were taken to display Frida's mental and emotional state while painting these amazing portraits and still lifes. The added context and story really enhanced the experience and my understanding of her art and life. Additionally, I enjoyed the inclusion of the Spanish translations to honor her native language/culture while also helping me to brush up on my own Spanish skills.

The wall timeline of her life was especially interesting and I wanted to study it more in-depth. I tried photographing the wall timeline but alas it doesn't really show up too well. Would there be a PDF/document that could be shared with me so I could see it better perhaps? However, if the timeline part of the exhibit can't be shared though, I understand. I was merely hoping to be able to read it more thoroughly.

Lastly, I wanted to email just to say an overwhelming "thank you" to the curator(s), WCMFA museum team, Vicente Wolf Associates, Nora & Bruce Wilder, and Hagerstown & WashCo Convention and Visitors Bureau for bringing such an amazing exhibit to Hagerstown. It is very much appreciated! I met many people today who were blown away with the special exhibit and also many commented on the landscapes exhibit as well. I even met a woman today who drove in from Baltimore specifically for the Frida exhibit. Your work on this exhibit has made quite the impact in the area.

Thank you again for such a wonderful experience and I look forward to WCMFA's future special exhibits.

Stephanie

# PICTURING AN ICON

Many factors went into designing Frida Kahlo show in Hagerstown

**Sarah Wolfe** Special to The Herald-Mail  
USA TODAY NETWORK

**W**hat does it take to create an exhibition? When a visitor enters a museum gallery, what they see is the culmination of months or even years of work by museum staff. • Last month, the Washington County Museum of Fine Arts opened Frida Kahlo: Picturing an Icon. This exhibition, featuring over 120 photographs, is a small selection from the approximately 6,000 images that Kahlo amassed throughout her life. These mementos were a cherished possession she kept with her even in the hospital.

*As the manager of collections and exhibitions, I am responsible for bringing this exhibition to life visually for our visitors. Typically, I begin work a year before the exhibition opens, and a traveling exhibition usually comes with just the objects. The design and content are for the hosting institution to develop.*

## Research into Frida Kahlo reveals a fascinating life

*Like most people, I was familiar with Frida Kahlo and her art. I was less familiar with her story.*

*I began by researching her life through books, documentaries and exhibits, visiting other institutions with exhibitions on the artist. A complete catalog of her art showed the depth and scope*



## Lifestyle

Calendar



# Community, education, beauty are cornerstones of Museum of Fine Arts

LIFESTYLE May 18, 2025

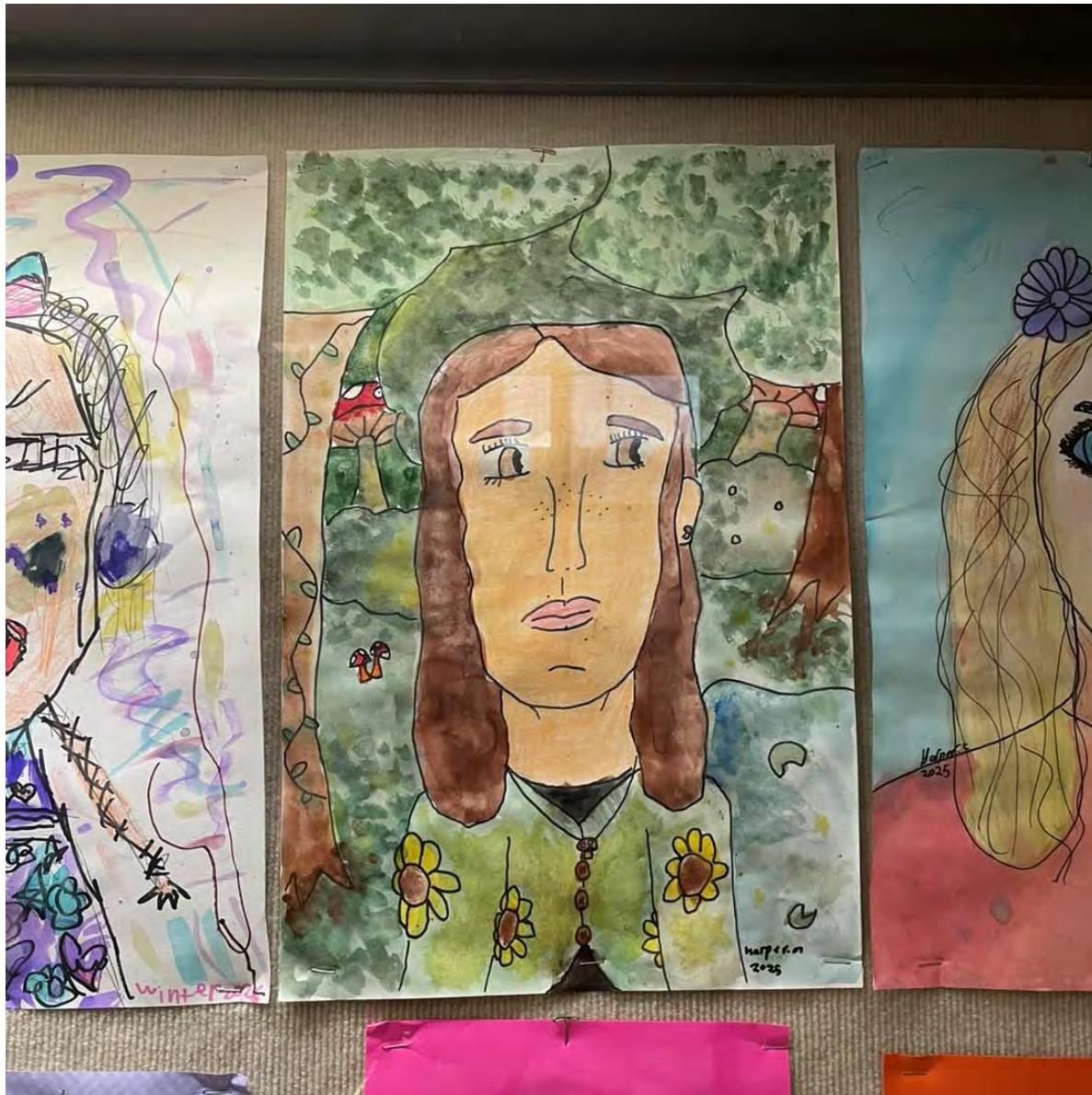


## Youth Education: Getting to know the museum



We can't stop squawking about how terrific our Frida Kahlo-inspired summer camp was last week. If you stop in the museum you can see some of the campers' projects in the glass cases in our education hallway. In the meantime enjoy a sampling of these night/day parrot dioramas. 🌙☀️





## Education & Public Programming



Children dancing to the Silver Tones Swing Band at our All-American Night, as we celebrated our last Garden Night of summer 2025 and the opening of *In Nature's Studio: Two Centuries of American Painting*.

This year, our summer series of Garden Nights drew 908 people; a record 385 joined us for this one.

Scenes from our Holiday Nights,  
clockwise from top:  
A tour of moonlit landscapes on  
one of the longest nights of the  
year (12/19); our winter grove,  
inspired by the landscape  
exhibition, included a reading nook  
for children to discover; Children  
decorate mushroom ornaments at  
our activity table..





## STAR® Community Advocate of the Month



# July 2025

“Our Advocate of the Months go above and beyond to provide inclusivity for people with disabilities. Our July Advocate of the Month, The Washington County Museum of Fine Arts, shows their commitment to the disability community through their specialized programs, future planning of their new space, and their consistent openness to feedback from people of all abilities.”

[Read the entire piece.](#)



Adaptive arts  
class for adults  
with special  
needs.

Music: our Latin classical concert  
to complement *Frida Kahlo:  
Picturing an Icon*.



November  
panel discussion  
with  
Cumberland  
Valley Artists



This weekend we celebrated the opening of the Washington County Public Schools elementary exhibition with hundreds of cookies, gallons of lemonade, and dozens of happy families from 25 different elementary schools in the county. Those dozens of families added up to around 2,000 people! We are happy to have provided this celebration of art, learning, and intergenerational togetherness since 1933! Art makes life better.

(Text from on museum Facebook page)

## Tours for All Ages



Left: Director's Tour of *Frida Kahlo: Picturing an Icon*;  
Right: Bishop Walsh School visits Frida for Hispanic Heritage Month.

Elementary School Students with Director of Education Kellie Marz Melie.





Highly anticipated fundraising events the community looks forward to supporting.



*Find Your Treasure!*



Museum of Fine Arts

**TREASURE SALE**

**OCT. 31, NOV. 1, 2 & 4**

*A Benefit for the Washington County Museum of Fine Arts!*

FRI. NIGHT HALLOWEEN PREVIEW & BUY PARTY

\$45/MEMBERS, \$50/NONMEMBERS

FREE ENTRY SAT.– TUES.

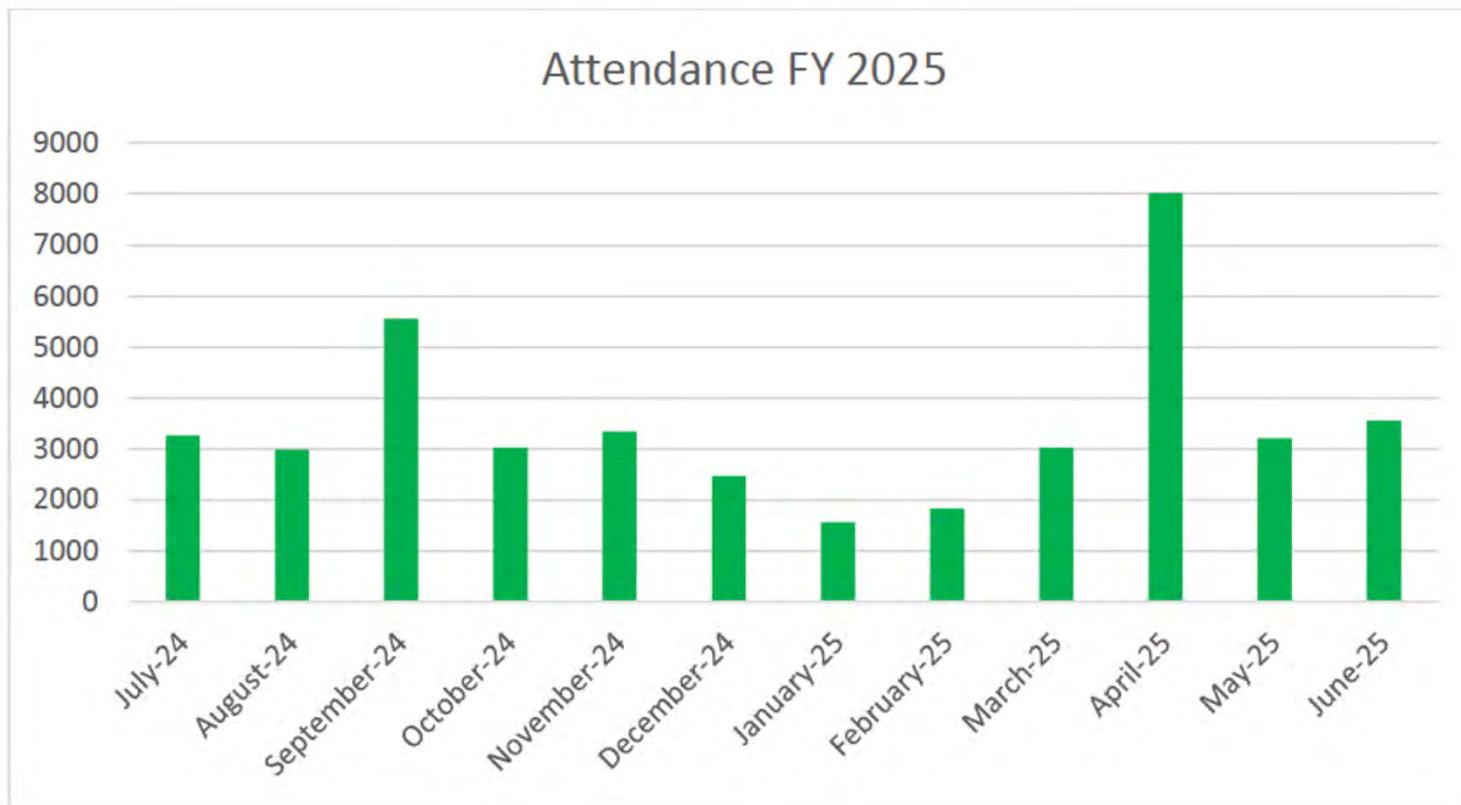
FOR PREVIEW TICKETS AND DETAILS: [WCMFA.ORG](http://WCMFA.ORG) OR 301-739-5727



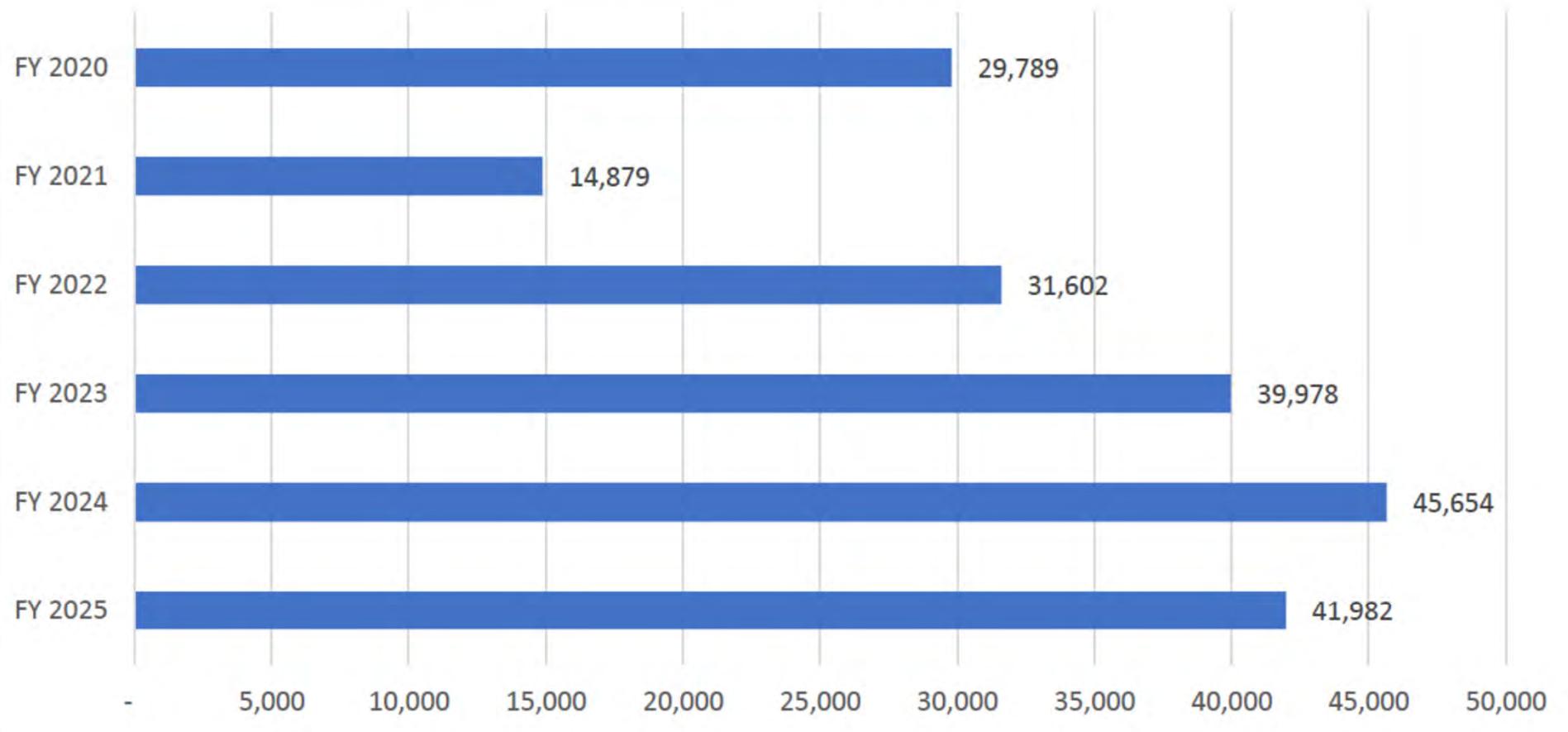
**MFA**  
Museum of Fine Arts  
WASHINGTON COUNTY

## Washington County Museum of Fine Arts

**Total Attendance Fiscal Year 2025 = 41,982**

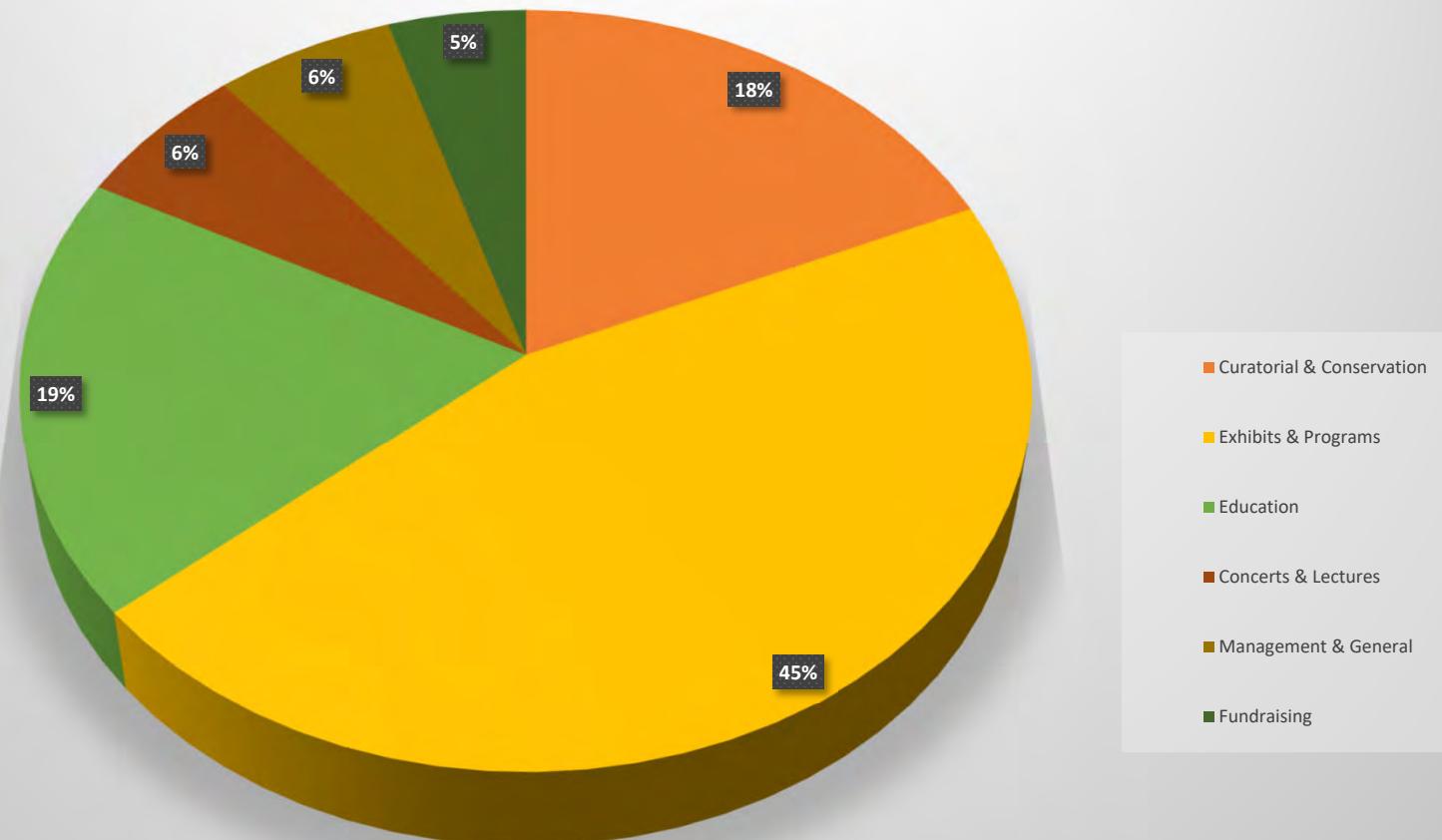


## Attendance Trends

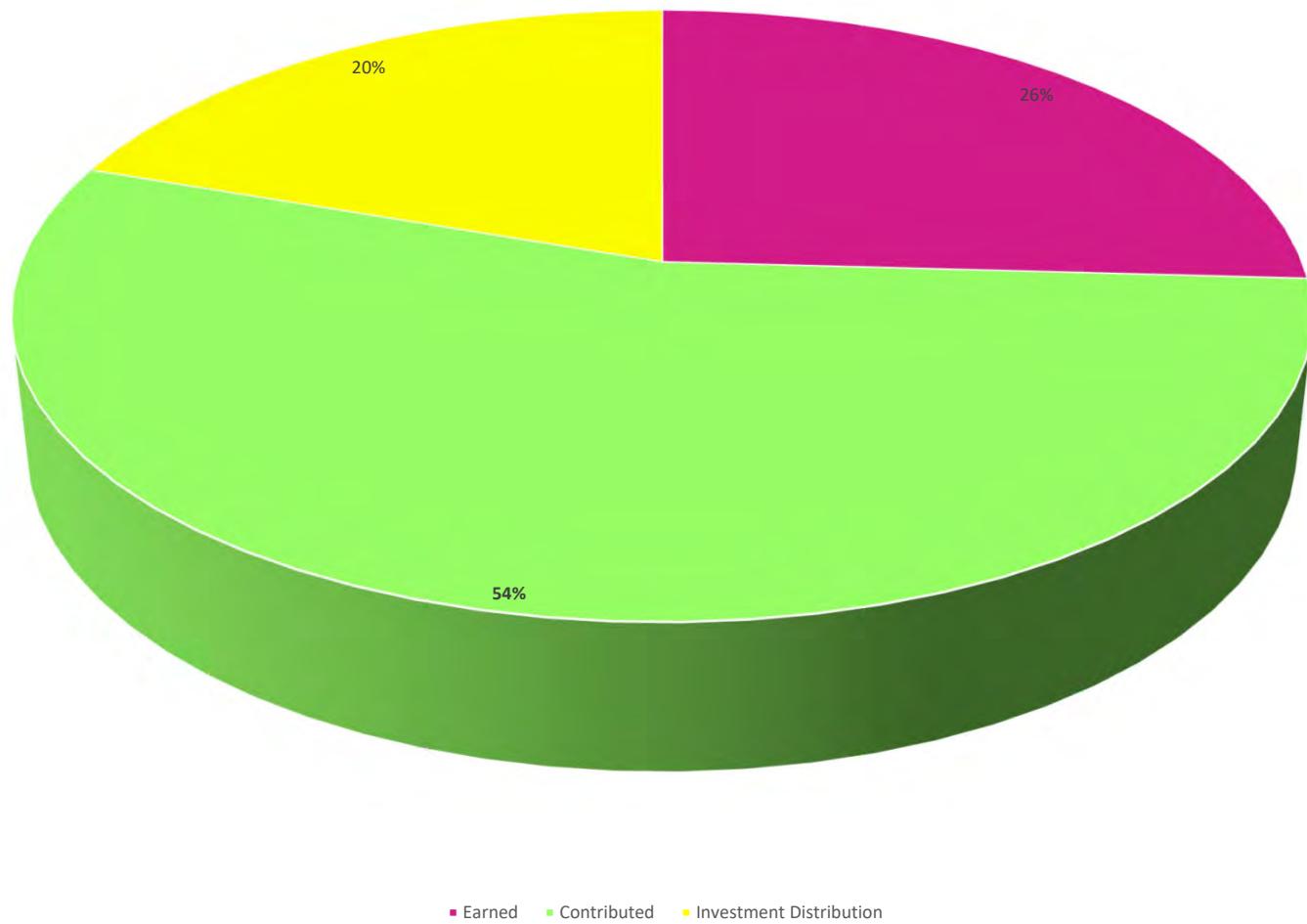


Note: Most of Frida Kahlo attendance “bump” took place in fy2026.

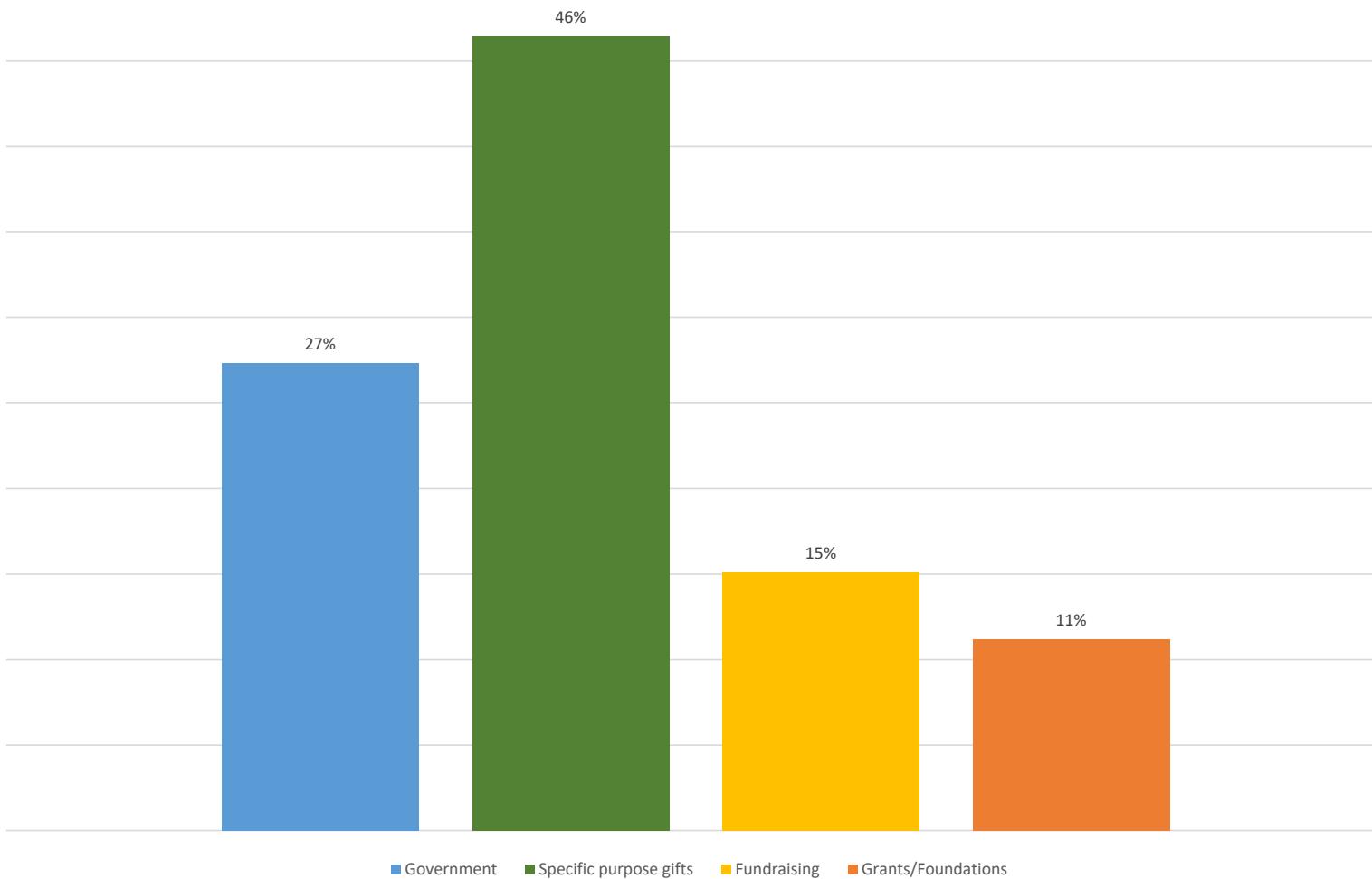
Washington County Museum of Fine Arts  
FY 2025 Functional Expenses  
Total expense FY25 \$1,707,447



Washington County Museum of Fine Arts  
FY 2025 Income



Washington County Museum of Fine Arts  
Contributed Income FY 2025



## FY26 Monthly Attendance Thus Far

	FY 2026	FY 2025	FY2024	FY 2023	FY2022	FY2021	FY 2020	FY2019
July	4047	3286	2407	2657	2338	682	2871	2816
August	4219	3003	3228	2469	1779	1142	3340	3311
September	6194	5571	4528	5443	4658	1198	4342	4170
October	3684	3037	2640	2528	2010	1298	5214	4213
November	3268	3360	4150	2968	1645	1021	3767	4958
December	2058	2470	3970	2191	1317	802	3320	2342
January		1564	2413	2183	1574	1057	1983	2190
February		1832	4280	2611	1561	877	3101	3206
March		3035	4520	3247	2454	1712	1416	3721
April		8027	6159	2968	2950	1569	112	5145
May		3222	4178	7786	6690	1493	142	6325
June		3575	3181	2927	2626	2028	181	3337
	23470	41982	45654	39978	31602	14879	29789	45734

# Coming Soon...



Above: Thorolf Holmboe (Norwegian, 1866–1935). *Three Princesses*, 1910. Wool and linen. Collection of David and Susan Werner.

Right: Gustaf Fjaestad (Swedish, 1868–1948). *Winter Landscape with Hoar Frost*, 1916. Oil on canvas. Collection of David and Susan Werner, Courtesy of The Frick Pittsburgh

## The Scandinavian Home

Art and Identity, 1880–1920



Comments: I really loved the museum. I come by myself  
and felt very welcomed. I had ~~so~~ much fun.  
Thank You

A small message  
that says a lot.



Capital campaign continues as does design development.

**Washington County, Maryland**  
**General Fund**  
**Department 93300 - Museum of Fine Arts**  
**FY27 Expenses**

	<b>2027</b> <b>Operating Budget Requested</b>	<b>2027</b> <b>Operating Budget Requested</b>	<b>\$ Change</b>	<b>% Change</b>	<b>2026</b> <b>Operating Budget Approved</b>	<b>2025</b> <b>Actuals Final</b>	<b>2024</b> <b>Actuals Final</b>	
502000 - Appropriations	143,500	143,500	1,500	1.06%	142,000	140,000	136,620	
<b>Operating Expenses</b>	<b>143,500</b>	<b>143,500</b>	<b>1,500</b>	<b>1.06%</b>	<b>142,000</b>	<b>140,000</b>	<b>136,620</b>	
<b>Total</b>	<b>143,500</b>	<b>0</b>	<b>143,500</b>	<b>1,500</b>	<b>1.06%</b>	<b>142,000</b>	<b>140,000</b>	<b>136,620</b>

**Washington County, Maryland  
General Fund  
Department 93300 Fine Arts Museum  
FY27 Expenses**

	<b>2027 Operating Budget Requested</b>	<b>2027 Variance Comments Requested</b>
502000 - Appropriations	143,500	A one percent increase requested primarily to provide a cost of living increase to staff and due to the increase in maintenance and operations costs of the museum.
<b>Total</b>	<b>143,500</b>	



Washington County, Maryland  
Outside Agency Funding Request  
FY2027

The Office of Budget and Finance  
100 West Washington Street, Room 3100  
Hagerstown, Maryland 21740  
Phone: 240-313-2300  
Fax: 240-313-2301

### General Information

Organization	<u>Washington County Museum of Fine Arts</u>	Contact Person:	<u>Sarah J. Hall</u>		
Address:	<u>401 Museum Drive</u>	Telephone:	<u>301-739-5727</u>		
City	<u>Hagerstown</u>	State	<u>MD</u>	Zip Code	<u>21740</u>
E-mail:	<u><a href="mailto:sjhall@wcmfa.org">sjhall@wcmfa.org</a></u>	Fax:	<u>301-745-3741</u>		

### Summary of Funding Request

Program Name	Total Budget					County Funding Request			
	Prior	Current	Proposed	%		Prior	Current	Proposed	%
FY27 Maintenance and Operational Suppl	\$ 1,707,447	\$ 1,710,366	\$ 1,761,540	3.0%	Form 2	\$ 142,000	\$ 142,000	\$ 143,500	1.1%
	\$ -	\$ -	\$ -	0%	Form 3	\$ -	\$ -	\$ -	0%
	\$ -	\$ -	\$ -	0%	Form 4	\$ -	\$ -	\$ -	0%
	\$ -	\$ -	\$ -	0%	Form 5	\$ -	\$ -	\$ -	0%
	\$ -	\$ -	\$ -	0%	Form 6	\$ -	\$ -	\$ -	0%
	\$ -	\$ -	\$ -	0%	Form 7	\$ -	\$ -	\$ -	0%
Total	\$ 1,707,447	\$ 1,710,366	\$ 1,761,540	3.0%		\$ 142,000	\$ 142,000	\$ 143,500	1.1%

### Certification Statement and Other Documents

Attach Year End Financial Statement (audited if available), if not already provided.

Attach Form 990, the most recent year filed and completed, if applicable.

I certify that all information in this application as well as all supplied supporting data of this application are true and complete to the best of my knowledge and belief. I understand that material omission or false information contained in the application could constitute grounds for disqualification from funding. I further understand that by submitting an application, I am accepting the terms and conditions as approved by the County Commissioners of Washington County, MD for the programs specified. Expenditures are also subject to County audit.

I also represent and warrant that the organization does not discriminate on the basis of race, creed, sex, age, color, national origin, physical or mental disabilities for employment, or the achievement of the mission or goal of the organization.

I understand that any and all applications submitted may be considered public documents. As such, all applications may be viewable and obtained by the public under provisions of the Public Information Act, MD Code Ann., State Government Article 10-613.

Applicant's Signature

Sarah J. Hall

Date

12/16/2025

Washington County, Maryland  
Outside Agency Funding Request

## Program Budget

Organization Name:	Washington County Museum of Fine Arts	Funding Request: \$	143,500
Program Name:	FY27 Maintenance and Operational Support	# Clients Served:	41,982
Program Description:			

Expenditures	Total Program Cost			Budget Justification (Explain and justify each proposed budget line item for which an increase or decrease appears.)
	Prior Year Actual	Current Year Budget	Requested Year Budget (round nearest \$10)	
<b>Personnel Costs:</b>				
Wages	721,316	821,653	846,303	General cost of living increase.
Fringe Benefits	142,767	207,818	214,052	General cost of living increase.
Payroll Taxes	54,764	63,267	65,165	General cost of living increase.
Total	\$ 918,847	\$ 1,092,738	\$ 1,125,520	
<b>Operating Costs:</b>				
Audit	14,000	14,000	16,500	Auditor increased fee for FY2027.
Building Maintenance	82,850	76,110	85,000	Increased due to increased cost for labor & materials.
Consultants	1,050	-	-	
Equipment Maintenance	17,442	67,590	60,000	Slight decrease from current year budget.
Equipment/Lease	8,520	8,520	8,520	
Hardware/Software	8,439	-	-	
Insurance	35,343	47,705	47,000	Slight decrease from current year budget.
Interest Cost	1,602	-	-	
Office Supplies	7,925	28,000	20,000	Slight decrease from current year budget.
Phone	3,343	3,500	3,500	
Utilities	39,884	39,250	45,000	Increased due to increase in current year utility rates.
Vehicle Maintenance	6,164	7,500	7,500	
Other (detail below):				
1. Program expenses	199,564	222,255	225,000	Increase due to new exhibitions and new programs.
2. Marketing & Development	60,837	41,600	42,000	Slight increase from current year budget.
3. Fundraising expenses	58,845	55,449	56,000	Slight increase from current year budget.
4. Depreciation	222,973	-	-	
5. Miscellaneous	19,819	6,149	20,000	Increased budget based on prior year actuals.
Total	\$ 788,600	\$ 617,628	\$ 636,020	
<b>Capital</b>				
Equipment Purchases				
Hardware Purchases				
Other Capital Purchases				
Total	\$ -	\$ -	\$ -	
<b>Grand Total</b>	<b>\$ 1,707,447</b>	<b>\$ 1,710,366</b>	<b>\$ 1,761,540</b>	

Washington County, Maryland  
Outside Agency Funding Request

**Program Revenue**

Organization Name:	Washington County Museum of Fine Arts	Funding Request: \$	143,500
Program Name:	FY27 Maintenance and Operational Support	# Clients Served:	41,982
Program Description:			

Program Revenue	Total Program Revenue			Budget Justification (Explain and justify each proposed budget line item for which an increase or decrease appears.)
	Prior Year Actual	Current Year Budget	Requested Year Budget (round nearest \$10)	
<b>Grants:</b>				
County - general operating	142,000	142,000	143,500	Slight increase of budget support from County to coincide with increase in cost of maintenance and operations of museum.
County - Gaming	-	-	-	
County - Community Funding	-	-	-	
County - other (list):				
1.				
2.				
3.				
Federal	-	-	-	
State	116,552	115,000	100,000	Lower support from Maryland State Arts Council (MSAC) due to changes in their distribution of funds.
Contributions and bequests	2,051,136	262,000	260,000	Higher prior year actual because the audit includes capital campaign donations in this line which we do not budget for.
Municipal - other (detail):				
1. City of Hagerstown	40,500	40,500	40,500	
2.				
Total	\$ 2,350,188	\$ 559,500	\$ 544,000	
<b>Operating Income:</b>				
Fundraising	118,263	156,500	150,000	Slightly lower based on prior year actuals.
Fees	-	-	-	
Art School	30,546	25,655	30,000	Increased slightly based on prior year actuals.
Other:				
1. Gift Shop	27,363	18,800	25,000	Increase due to anticipated increase in purchases at gift store.
2. Membership & Benefactors	94,137	107,850	95,000	Decreased based on prior year actuals.
3. Other	114,596	79,120	112,500	Increased based on prior year actuals.
Total	\$ 384,905	\$ 387,925	\$ 412,500	
<b>Other:</b>				
Sale of Equipment	-	-	-	
Investment Income	2,191,134	762,941	805,040	Estimate a 4% to 5% draw on 12 trailing quarters.
Loan Proceeds				
Total	\$ 2,191,134	\$ 762,941	\$ 805,040	
<b>Grand Total</b>	<b>\$ 4,926,227</b>	<b>\$ 1,710,366</b>	<b>\$ 1,761,540</b>	



Open Session Item

**SUBJECT:** Maryland Department of Natural Resources – Greenspace Equity Grant Application

**PRESENTATION DATE:** January 13, 2026

**PRESENTATION BY:** Andrew Eshleman, Director, Public Works; Maria Kramer, Director, Grant Management

**RECOMMENDED MOTION:** Move to approve a FY27 Greenspace Equity Grant Application for \$700,000 and acceptance of capital funding from the Maryland Department of Natural Resources (DNR) for the Marty Snook Park Multiuse Trail and Parking Project.

**REPORT-IN-BRIEF:** The Greenspace Equity Program, established in 2023, provides up to \$10 million in statewide competitive grant funding for projects that enhance public health and livability in overburdened and underserved communities. This program is funded from the State's share of Program Open Space (POS) and administered directly by DNR unlike the POS local share where the County has discretion in which park projects are funded from its allocation.

**DISCUSSION:** The planned expansion of the park's multi-use trail network represents a meaningful and much-needed improvement. This project will provide a looped pedestrian pathway that runs parallel to the access road providing a safe pathway for walking, running, and biking which are activities that consistently rank among the most used and most requested amenities in the County's Land Preservation, Parks, and Recreation Plan. The new trail connection will also enhance internal park circulation and reduce pedestrian and bicyclist safety concerns by creating a dedicated pathway linking key amenities, while simultaneously improving the park's vehicle parking capacity. Presently, parking demand is overcapacity with vehicles parking on uneven grass shoulders and pedestrians walking along a constricted roadway to access the park amenities.

**FISCAL IMPACT:** The grant requires no matching funds, however, proposed budgeted funds are included in the CIP Project Marty Snook Multimodal Trail and Parking project. The remaining project expense is anticipated to use a combination of general fund, Program Open Space, and federal grant funds as needed.

**CONCURRENCES:** Parks and Rec Board, Washington County Junior Football League, Halfway Little League

**ALTERNATIVES:** Deny approval to submit the application.

**ATTACHMENTS:** N/A

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



Open Session Item

**SUBJECT:** Sole Source Procurement (PUR-1794) – Maintenance Agreement for LifePak Monitors/Defibrillator Devices, Automated External Defibrillators (AED), and Lucas CPR devices.

**PRESENTATION DATE:** January 13, 2026

**PRESENTATION BY:** Brandi Kentner, CPPO, Director of Purchasing; David Hays, Director F&R, Emergency Management • Emergency Services, David Chisholm, Assistant Director, Emergency Medical Services

**RECOMMENDED MOTION:** Move to authorize a Sole Source procurement for the preventive maintenance, inspection, repair, parts, labor and travel with battery coverage for the Division of Emergency Service's LifePak Monitors/Defibrillator Devices, AED's, Lucas CPR devices, Power Cots and Power Load devices in the amount of \$211,399.43 from Stryker Medical (formally Physio Control, Inc.) of Chicago, IL, this the third and final renewal for this maintenance contract.

**REPORT-IN-BRIEF:** This is a maintenance agreement to ensure that eight (8) LifePak 1000 AED's, twenty-nine (29) LP 15 and 35 monitor defibrillators, and eighteen (18) Lucas automated CPR devices are biomedically certified on an annual basis. This contract also covers twenty-four (24) PowerPro stretchers and twenty-seven (27) Power Load systems. Additionally, the agreement also covers repairs and software upgrades for these devices as well as reduced pricing on disposables. These services are for a contract period that commenced January 25, 2026, and end January 24, 2027.

The Department of Emergency Services wishes to apply Sections 1-106.2(a)(1) & (2) of the Code of Local Public Laws of Washington County, Maryland, to the procurement requested. These sections state that a sole source procurement is authorized and permissible when: (1) Only one source exists that meets the County's requirements, and (2) The compatibility of equipment, accessories, or replacement parts is the paramount consideration.

Section 1-106.2 (b) (2) of the Code of Local Public Laws of Washington County, Maryland requires the approval of four of the five Commissioners in order to proceed with a sole source procurement. If approved, the following remaining steps of the process will occur as outlined by this law; Section 1-106.2 (e) (1) & (2) 1) Not more than ten (10) days after the execution and approval of a contract under this section, the procurement agency shall publish notice of the award in a newspaper of general circulation in the County and 2) An appropriate record of the sole source procurement shall be maintained as required.

**DISCUSSION:** N/A

**FISCAL IMPACT:** Funds are available in account 51500-10-11520.

**CONCURRENCES:** N/A

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Stryker Sales Corporation's Quote dated December 10, 2025

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



## COMBINED PREVENT

Quote Number: 11226030

Version: 1

Division: Medical

Prepared For: WASHINGTON COUNTY DIV OF EMER SVCS

Rep: Tom Delore

Attn:

Email:

Phone Number:

GPO: CUSTOMER CONTRACT

SMK Service Rep Name: Jacob Pyle

SMK Service Rep Email: jacob.pyle@stryker.com

Quote Date: 12/10/2025

SMR Service Rep Name: Peter Toebbe

SMR Service Rep Email: peter.toebbe@stryker.com

Expiration Date: 03/04/2026

Contract Start: 01/01/2026

Contract End: 12/31/2026

Delivery Address		Sold To - Shipping		Bill To Account	
Name:	WASHINGTON COUNTY DIV OF EMER SVCS	Name:	WASHINGTON COUNTY DIV OF EMER SVCS	Name:	WASHINGTON COUNTY DIV OF EMER SVCS
Account #:	20188619	Account #:	20188619	Account #:	20188619
Address:	16232 ELLIOTT PKWY	Address:	16232 ELLIOTT PKWY	Address:	16232 ELLIOTT PKWY
	WILLIAMSPORT		WILLIAMSPORT		WILLIAMSPORT
	Maryland 21795-4083		Maryland 21795-4083		Maryland 21795-4083

### ProCare Products:

#	Product	Description	Months	Qty	Sell Price	Total
1.0	LIFEPK-FLD-PROCARE	PROCARE-SVC-LIFEPAK-FIELD-REPAIR Parts, Labor, Travel Preventative Maintenance Batteries Service	12	4	\$2,374.00	\$9,496.00
2.0	AED-FIELD-PROCARE	PROCARE-SVC-AED-FIELD-REPAIR Parts, Labor, Travel Preventative Maintenance Batteries Service	12	3	\$491.00	\$1,473.00
3.0	AED-FIELD-PROCARE	PROCARE-SVC-AED-FIELD-REPAIR Parts, Labor, Travel Preventative Maintenance Batteries Service	12	5	\$491.00	\$2,455.00
4.0	POWERPRO-PROCARE	PROCARE-SVC-POWERPRO Parts, Labor, Travel Preventative Maintenance Batteries Service	12	8	\$1,675.00	\$13,400.00
5.0	POWERLOAD-PROCARE	PROCARE-SVC-POWER-LOAD Parts, Labor, Travel Preventative Maintenance Batteries Service	12	1	\$2,448.00	\$2,448.00
6.0	POWERLOAD-PROCARE	PROCARE-SVC-POWER-LOAD Parts, Labor, Travel Preventative Maintenance Batteries Service	12	20	\$2,448.00	\$48,960.00
7.0	POWERPRO-PROCARE	PROCARE-SVC-POWERPRO Parts, Labor, Travel Preventative Maintenance Batteries Service	12	5	\$1,675.00	\$8,375.00
8.0	POWERPRO-PROCARE	PROCARE-SVC-POWERPRO 04/01/2026 - 12/31/2026 Parts, Labor, Travel Preventative Maintenance Batteries Service	9	1	\$1,256.25	\$1,256.25
9.0	POWERPRO-PROCARE	PROCARE-SVC-POWERPRO Parts, Labor, Travel Preventative Maintenance Batteries Service	12	8	\$1,675.00	\$13,400.00
10.0	POWERLOAD-PROCARE	PROCARE-SVC-POWER-LOAD	12	6	\$2,448.00	\$14,688.00



## COMBINED PREVENT

Quote Number: 11226030

Version: 1

Prepared For: WASHINGTON COUNTY DIV OF EMER SVCS

Attn:

Division: Medical

Rep: Tom Delore

Email:

Phone Number:

GPO: CUSTOMER CONTRACT

SMK Service Rep Name: Jacob Pyle

SMK Service Rep Email: jacob.pyle@stryker.com

Quote Date: 12/10/2025

SMR Service Rep Name: Peter Toebbe

SMR Service Rep Email: peter.toebbe@stryker.com

Expiration Date: 03/04/2026

Contract Start: 01/01/2026

Contract End: 12/31/2026

#	Product	Description	Months	Qty	Sell Price	Total
Parts, Labor, Travel Preventative Maintenance Batteries Service						
11.0	LUCAS-FLD-PROCARE	PROCARE-SVC-LUCAS-FIELD-REPAIR Parts, Labor, Travel Preventative Maintenance Batteries Service	12	15	\$1,852.00	\$27,780.00
12.0	LIFEPEK-FLD-PROCARE	PROCARE-SVC-LIFEPAK-FIELD-REPAIR Parts, Labor, Travel Preventative Maintenance Batteries Service	12	17	\$2,374.00	\$40,358.00
13.0	LIFEPEK-FLD-PROCARE	PROCARE-SVC-LIFEPAK-FIELD-REPAIR Parts, Labor, Travel Preventative Maintenance Batteries Service	12	8	\$2,374.00	\$18,992.00
14.0	POWERPRO-PROCARE	PROCARE-SVC-POWERPRO 02/01/2026 - 12/31/2026 Parts, Labor, Travel Preventative Maintenance Batteries Service	11	2	\$1,535.42	\$3,070.84
15.0	LUCAS-FLD-PROCARE	PROCARE-SVC-LUCAS-FIELD-REPAIR Parts, Labor, Travel Preventative Maintenance Batteries Service	12	1	\$1,852.00	\$1,852.00
16.0	LUCAS-FLD-PROCARE	PROCARE-SVC-LUCAS-FIELD-REPAIR 02/01/2026 - 12/31/2026 Parts, Labor, Travel Preventative Maintenance Batteries Service	11	2	\$1,697.67	\$3,395.34
ProCare Total:						\$211,399.43

### Price Totals:

Authorized Customer Signer (Printed)

Date

Stryker Authorized Signature (Printed)

Date



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Open Session Item

**SUBJECT:** Contract Award (PUR-1765) 40 West Landfill Cell 5 Construction

**PRESENTATION DATE:** January 13, 2026

**PRESENTATION BY:** Brandi Kentner, CPPO, Director, Purchasing Department, Dave Mason, Deputy Director, Solid Waste and Watershed.

**RECOMMENDED MOTION:** Motion to award the contract for 40 West Landfill Cell 5 Construction for the Department of Solid Waste to the responsive, responsible proposer, C. William Hetzer, Inc. of Hagerstown, MD, for a total sum amount of \$11,274,400 based on the bid received December 17, 2025.

**REPORT-IN-BRIEF:** The Work to be performed under this contract shall consist of the construction of a new landfill Cell, Cell 5, associated with the Forty West Landfill Facility located in Washington County, Maryland.

The duration of the contract shall be for the period, tentatively commencing on February 1, 2026, and ending on January 31, 2027. Notice of the Request for Proposal was advertised on November 1, 2025, on the County's new online bidding site and eMaryland Marketplace Advantage website. There were fifteen (15) vendors who accessed the document online, and six (6) firms were represented at the pre-proposal conference. Two (2) firms responded to the invitation to bid.

**DISCUSSION:** N/A

**FISCAL IMPACT:** Funding is available through the Solid Waste Capital Improvement Budget, 515000-31-21010 LDI064 CNST 00000

**CONCURRENCES:** Mark Bradshaw, Division Director of Environmental Management

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Bid Tabulation

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

**PUR-1765**  
**40 West Landfill Cell 5 Construction**

<b>Line #</b>	<b>Description</b>	<b>QTY</b>	<b>UOM</b>	<b>C. William Hetzer, Inc. Hagerstown, MD</b>		<b>Atlantic Lining Company, Inc. Eastampton, NJ</b>	
				<b>Total Price</b>	<b>\$11,274,400.00</b>	<b>Total Price</b>	<b>\$11,299,339.00</b>
1	Mobilization and Demobilization	1	LS	\$881,760.00	\$881,760.00	\$916,400.00	\$916,400.00
2	Erosion and Sediment Control	1	LS	\$659,760.00	\$659,760.00	\$504,900.00	\$504,900.00
3	Site Preparation/Demolition	28	AC	\$3,740.00	\$104,720.00	\$4,970.00	\$139,160.00
4	Excavation and Stockpiling	272000	CY	\$9.00	\$2,448,000.00	\$8.99	\$2,445,280.00
5	Subgrade Stabilization	26300	CY	\$67.00	\$1,762,100.00	\$30.03	\$789,789.00
6	Subgrade Fill and General Soil Fill	800	CY	\$41.50	\$33,200.00	\$6.25	\$5,000.00
7	Low Permeability Soil Layer	22000	CY	\$16.25	\$357,500.00	\$17.81	\$391,820.00
8	Geosynthetic Liner Section	663000	SF	\$2.75	\$1,823,250.00	\$2.17	\$1,438,710.00
9	Leachate Collection System	663000	SF	\$2.45	\$1,624,350.00	\$4.68	\$3,102,840.00
10	Leachate Conveyance System	1	LS	\$523,000.00	\$523,000.00	\$444,500.00	\$444,500.00
11	Vegetative Stabilization	133800	SY	\$3.90	\$521,820.00	\$4.30	\$575,340.00
12	Access Road	1	LS	\$428,690.00	\$428,690.00	\$443,600.00	\$443,600.00
13	Trash Fence	850	LF	\$125.00	\$106,250.00	\$120.00	\$102,000.00

Bids Opened: December 17, 2025



## OPEN SESSION ITEM

**SUBJECT:** HIGHFIELD WATER DEVELOPMENT SPRING 2 AND WELL NO. 9 CONTRACT AWARD

**PRESENTATION DATE:** January 13, 2026

**PRESENTATION BY:** Joseph W. Moss, P.E. – Deputy Director of Engineering for DEM

**RECOMMENDED MOTION:** Move to approve the proposal from Buchart Horn, Inc. under PUR – 1547, On-call Engineering Services, in the amount of \$120,432.00 to complete the Highfield Water Development, Spring 2 and Well No. 9, as well as a budget transfer of \$65,000.00 from the Sharpsburg Water Meter Cradle Replacement project (EQP068). This will be added to the \$55,648.98 currently allocated for improvements to the Cascade Town Center Water System (LIN044) for a total of \$120,648.98.

**REPORT-IN-BRIEF:** The Buchart Horn, Inc. Proposal was the lowest bid solicited for these services out of the 5 firms selected under PUR – 1547, On-call Engineering Services. While a request for proposal was sent to all 5 firms on the list, only 3 Proposals were received. Here is a summary of the bid solicitation:

Buchart Horn	\$120,432.00
CPJ Associates	\$122,214.00
AECOM	\$175,000.00
EADS Group	No Response
EA Engineering	No Response

**DISCUSSION:** WCDWQ owns, operates and maintains the Highfield Community Water System and all the source water and storage facilities. The Highfield System has three wells, a 400,000-gallon bolted steel ground storage tank and is interconnected with the water system on Fort Ritchie, known as the Cascade Town Center Water System, which is also owned and maintained by WCDWQ. Well No. 9, Spring 2 and the one-million-gallon reservoir provided water for the Cascade Town Center Water System previously but were taken off-line in 2020 due to lack of demand. Now, with the development of the Fort Ritchie property, these facilities are proposed to be put back into service.

**FISCAL IMPACT:** There is currently \$55,648.98 allocated for improvements to the Cascade Town Center Water System (LIN044). A budget transfer of \$65,000.00 from the Sharpsburg Water Meter Cradle Replacement project (EQP068) has been requested to cover the entire \$120,432.00 design fee for this project.

**CONCURRENCES:** DEM Director

**ATTACHMENTS:** Scope of Work, Bid Summary Memo to Consultants and CIP Transfer request.

# **SCOPE OF WORK**

## **HIGHFIELD WATER DEVELOPMENT**

### **SPRING NO. 2 AND WELL NO. 9**

#### **I. GENERAL:**

The Washington County Division of Environmental Management, Department of Water Quality, WCDWQ, located at 16232 Elliott Parkway, Williamsport, Maryland 21795, is soliciting proposals for technical engineering services to generate detailed contract documents necessary to pursue a practical, economical and feasible option to add two existing drinking water sources to use for the Highfield Community Water System. Both water sources, Well 9 and Spring 2, are located next to the existing one million gallon, in-ground, covered, reservoir at the end of Range Road on the property of the old Fort Ritchie. Previously, the reservoir was a finished water storage facility for Spring 2 and Well 9. Under the scope of this project, the reservoir will function as a raw water storage facility for Well No. 9 and Spring 2. A suction line will be installed from the bottom of the reservoir up to a point along the top of the perimeter wall and connect to pumps appropriately sized to supply water to the Highfield Water System. A pre-engineered building will be installed adjacent to the reservoir for the purpose of housing new pumps, chemical addition equipment, flow measurement equipment and instrumentation in accordance with current MDE drinking water standards. All proposals shall be in accordance with the Engineering Services Requirements Contract PUR-1547. The Scope of Work will evaluate options to determine the most practical and economic alternative for adding Well 9 and Spring 2 as well as the in-ground reservoir to the Highfield Community Water System.

#### **II. PROJECT GOAL:**

The goal of this project is to generate contract plans and specifications for the construction and installation of the necessary facilities to add Well 9, Spring 2 and the one-million-gallon reservoir to the Highfield Community Water System. There is an existing transmission main at the reservoir site that the new pumping systems will be connected to. The consultant shall review the existing conditions to determine the most practical, economic and feasible option to put these raw water systems online to supplement the water sources supplying the Highfield Water System. A copy of the State Water Appropriation and Use Permit for these existing water sources is included with this solicitation.

#### **III. BACKGROUND AND PROJECT DESCRIPTION:**

WCDWQ owns, operates and maintains the Highfield Community Water System and all the source water and storage facilities. The Highfield System has three wells and a 400,000-gallon glass-lined ground storage tank. The consultant shall review the hydraulic features of the Highfield Water System to determine the pumping characteristics needed to convey treated drinking water from the reservoir site to the Highfield Community Water System.

There is existing electric service to Well 9 and the old chemical treatment buildings from when these water sources were previously in service. These water sources were taken offline in 2020. The consultant shall review the electrical demands for the new pumping and chemical treatment systems to be installed to determine if the existing electric service needs to be upgraded. The electric distribution grid for the old Fort Ritchie is owned and maintained by Cascade Properties, LLC. Questions concerning the electrical power to the site can be directed to Mr John Krumpotich at 301-241-2231.

For instrumentation and treatment systems we anticipate flow paced sodium hypochlorite addition for disinfection, caustic soda for pH adjustment and fluoride addition. Pumps shall be designed to run on a timer or in manual mode and the discharge line to the distribution system shall be installed with flow measurement and recording. The building to house the pumps, chemical storage and treatment systems shall be a pre-engineered building with electric distribution panel, lighting, heating and ventilation.

Pictures of the existing facilities are included with this scope of work document. No water quality data for spring 2 or well 9 is available at this time.

#### **IV. QUALIFICATIONS SUBMITTAL:**

A statement of qualifications to perform this type of work shall be submitted by the consultant as part of the Cost Proposal.

#### **V. DESCRIPTION OF SCOPE OF WORK:**

The selected consultant will complete the Scope of Work as described below:

1. Review Maryland Department of the Environment requirements for public drinking water systems. Although Well No. 9 and Spring 2 were previously determined not to be under the influence of surface water when they were in service up to the year 2020, MDE is requiring the County to complete GWUDI testing before returning them to service.
2. Evaluate the use of suction lift type pumps versus submersible type pumps and recommend which technology is the most economical and feasible to incorporate for this project. The County will then select the pumping system to base the design on.
3. Develop detailed contract documents to utilize for competitive bid solicitation. The design shall be capable of treating and conveying the maximum volume of water allowed by the Appropriation and Use Permit for each source.
4. Present a concept plan developed for all improvements to this site, based on recent GWUDI testing results, to MDE for approval and ultimately to secure a construction permit.
5. From the date of notice to proceed, the Consultant shall have a period of 60 calendar days to complete the Scope of Work for this design contract. Generate a realistic timeline to complete the design, MDE approval and construction of these facilities. Deadline to submit a Proposal to complete this Scope of Work shall be submitted by 2:00 p.m. on December 19, 2025. Proposals shall be emailed to Joseph W. Moss, P.E., Deputy Director for Engineering at [jmoss@washco-md.net](mailto:jmoss@washco-md.net).

#### **VI. WORK ITEMS PROVIDED BY WCDWO:**

~ Access to all plans and specifications available for these facilities.



**Washington County**  
MARYLAND  
DIVISION OF  
ENVIRONMENTAL MANAGEMENT  
WATER QUALITY | SOLID WASTE | ENGINEERING SERVICES

**MEMORANDUM**

TO: EA Engineering, Science and Technology, Inc.  
AECOM Technical Services, Inc.  
Buchart Horn, Inc.  
Charles P. Johnson & Associates, Inc.  
The EADS Group, Inc.

RE: On-Call Engineering Services PUR-1547  
Highfield Water Development, Spring 2 and Well No. 9

DATE: December 23, 2025

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Please be advised that we received three (3) proposals for the referenced project.

Here is a summary of the bid solicitation:

1. Buchart Horn	\$120,432.00
2. EA Engineering	\$122,214.00
3. EADS Group Inc.	\$175,000.00
4. CPJ & Associates	No Response
5. AECOM	No Response

Thank you for your continued interest in working with Washington County Department of Water Quality.



Joseph W. Moss, P.E.  
Division of Environmental Management  
Department of Water Quality  
Deputy Director, Engineering Services  
16232 Elliott Parkway  
Williamsport, MD, 21795  
P: (240) 313-2618 | C: (301) 992-7029  
[www.washco-md.net](http://www.washco-md.net)



# Washington County, Maryland

## Budget Adjustment Form

[Form](#) [Routing](#)

(7)

Budget Amendment  
 Budget Transfer

Fiscal Year

2026

BOCC Approval Date (if known)

MM/DD/YYYY

Deputy Director - Finance

Sign

Preparer, if applicable

*Zane Garrett*

signed by Garrett, Zane M.

12/30/2025, 11:45:42 AM

Department Head Authorization

Sign

Division Director / Elected Official Authorization

Sign

Budget & Finance Director Approval

Sign

County Administrator Approval

Sign

County Commissioners Approval

Sign

Expenditure / Account Number	Fund Number	Department Number	Project/ Grant Number	Activity Code	Department and Account Description	Increase (Decrease) +/-
498710	38	41010	EQP068	0000	Water Meter Cradle Replacement - Capital Transfer - Ge	-65,000
599999	38	41010	EQP068	CNST	Controllable Assets	-65,000
498710	38	41010	LIN044	0000	Cascade Town Center Water System Improvements - Ca	65,000
599999	38	41010	LIN044	CNST	Controllable Assets	65,000

### Explain Budget Adjustment

Funding is needed to award the bid for on-call engineering services for Highfield-Cascade water development. Excess funding is available in the Water Meter Cradle Replacement project.



## Open Session Item

**SUBJECT:** Request to Approve the Addition of Nine Firefighter FAO Positions in FY26

**PRESENTATION DATE:** January 13, 2026

**PRESENTATION BY:** Division of Emergency Services, Director R. David Hays  
Division of Emergency Services, Deputy Director David Chisholm  
WCVFRA, President James L. Sprecher Jr.  
Washington County Vol. Coordinator, Oley Griffith

**RECOMMENDATION:** Motion to authorize the Division of Emergency Services (DES) to hire an additional nine (9) firefighters, bringing the total number of new hires in FY26 to eighteen (18). Furthermore, the motion includes the authorization to hire a second shift supervisor, as one of the nine (9) approved positions.

**REPORT-IN-BRIEF:** The DES has been requested to place additional FT firefighters in multiple fire stations throughout Washington County over the last four (4) years. While the addition of these firefighters has increased the number of trained and certified firefighters on duty each day, there are still instances when apparatus and/or departments struggle to get adequate firefighters on apparatus for call responses.

**DISCUSSION:** By authorizing the DES to hire nine (9) additional firefighters to the make the total approved in FY26 eighteen (18) new firefighters, it will enable the DES to continue strategically placing firefighters in various fire stations throughout Washington County. Response statistics are being prepared for the BOCC that will help to determine the recommended placement of the additional firefighters. Funding for the nine (9) positions previously authorized for hire currently exist in the DES FY26 Operating Budgets. Funding for the additional nine (9) positions will come from reductions in transfers to the CIP Fund. Two (2) shift supervisor positions are part of the eighteen (18) total firefighters that DES is permitted to hire.

**FISCAL IMPACT:** FY26 – \$275,000.00  
FY27 - \$1,039,936.24

**CONCURRENCES:** R. David Hays, Director, Division of Emergency Services  
Michelle Gordon, County Administrator  
Kelcee Mace, Chief Financial Officer

**ALTERNATIVES:** N/A

**ATTACHMENTS:** None



## Open Session Item

### **SUBJECT: Memorandum of Understanding Update: Paramedic Program**

**PRESENTATION DATE:** January 13, 2026

**PRESENTATION BY:** Division of Emergency Services, R. David Hays, Director  
Division of Emergency Services, Kevin Lewis, Deputy Director

**RECOMMENDATION:** Motion authorizing a modification to the revenue sharing percentages, moving from a 30/70 percent revenue sharing to a new 20/80 percent revenue sharing breakdown in the Paramedic Program Memorandum of Understanding (MOU) with Hagerstown Community College.

**REPORT-IN-BRIEF:** The new revenue sharing percentage changes are necessary to accurately reflect the current student ratio balance between those sponsored by DES, and the outside students enrolled by HCC and are required to pay tuition.

**DISCUSSION:** The intent of the original 30/70 student formula for DES and HCC was meant to allow enrollment space in the paramedic program for outside students interested in enrolling in the paramedic program. This outside student enrollment would need to be accomplished through enrollment as an HCC student.

In the current paramedic program, there was not sufficient time to enroll enough outside students through HCC to meet the 30/70 percent revenue sharing breakdown, as written within the existing MOU. To maximize class enrollment, DES has sponsored one additional student, which now reflects a student breakdown more relative to 20/80, which should also be reflected in revenue sharing between the two agencies.

**FISCAL IMPACT:** There is no change to budgetary alignments because of the requested modification to the MOU.

**CONCURRENCES:** Michelle Gordon, County Administrator  
Zachary Keiffer, County Attorney

**ALTERNATIVES:** N/A

**ATTACHMENTS:** MOU

# Partnership Agreement

Between

**Hagerstown Community College and Board of County Commissioners of Washington County, Maryland**

This Partnership Agreement (the "Agreement") is for the creation of a training partnership for the Paramedic education program known as the *Hagerstown Community College– Washington County Division of Emergency Services Training Program* hereinafter referred to as "Paramedic Program", between Hagerstown Community College hereinafter referred to as "HCC", and the Board of County Commissioners of Washington County, Maryland hereinafter referred to as "BOCC" for the use, implementation and administration on behalf of the BOCC, by the Washington County Division of Emergency Services ("WCDES"), entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2025. This Agreement shall supersede all previous agreements.

**WHEREAS**, the HCC is accredited by the Middle States Commission on Higher Education to offer a non-credit paramedic program with an articulation agreement leading to an Associate of Applied Science degree in paramedicine; and

**WHEREAS**, BOCC is a body corporate and politic of the State of Maryland and the authority having jurisdiction over all matters involving fire, rescue and emergency medical services in Washington County, Maryland; and

**WHEREAS**, WCDES is a public agency created by and under the direction and supervision of BOCC for the purpose of administering the BOCC's affairs regarding fire, rescue and emergency medical services and associated activities in Washington County, Maryland, with expertise in providing emergency medical services training; and

**WHEREAS**, HCC desires to partner with the WCDES to provide collective oversight and training for the Paramedic Program; and

**WHEREAS**, the WCDES is willing to provide training for the Paramedic Program.

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements contained herein, the parties agree as follows:

## I. REASON FOR AGREEMENT:

The purpose of this Agreement is to establish the terms, obligations, and responsibilities of and between HCC and BOCC to provide collective oversight and training for the Paramedic Program. WCDES will provide the training in accordance with the *Standards and Guidelines for the Accreditation of Educational Programs in the Emergency Medical Services Professions* ("Standards") of the Commission on Accreditation of Allied Health Education Programs ("CAAHEP") that includes didactic, laboratory, hospital, and field internship learning experiences, thereby preparing competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

1. HCC and WCDES agree that meetings between the Program Director, Program Managers, and appropriate faculty members will be held at least monthly to ensure the

curriculum effectiveness of the program as well as the fulfillment of the other responsibilities designated in Standard III.B.1.a. Meetings may be held more frequently and may be through email or telephone conversations. An Organizational Chart of the Paramedic Program is attached hereto as APPENDIX A.

2. This Agreement is intended solely for the mutual benefit of the parties hereto, and there is no intention, express or implied, to create any rights or interests for any party or person other than HCC and BOCC; without limiting the generality of the foregoing, no rights are intended to be created for any patient, student, parent or guardian of any student, spouse, next of kin, employer or prospective employer of any student.
3. Neither party is an agent, employee, or servant of the other. HCC and BOCC acknowledge and agree that students participating in the didactic, laboratory, hospital, and field internship training of the Paramedic Program are not employees of HCC and BOCC because of such participation, and that neither party assumes any responsibilities to the student participants that may be imposed upon an employer under any law, regulation, or ordinance. Student participants while participating in didactic, laboratory, hospital and field internship training shall in no way hold themselves out as employees of HCC and/or BOCC.
4. No provision of this Agreement shall prevent any patient from requesting not to be a teaching patient or prevent any member of HCC or BOCC from designating any patient as a non-teaching patient.
5. The parties agree that during the student's enrollment in the Paramedic Program the faculty and staff shall be responsible for evaluation of the student's performance in accordance with established academic and clinical guidelines. A student whose performance does not meet these established guidelines may be subject to academic probation or, if deemed necessary by the Program Director and Dean, dismissed from the Paramedic Program. A student has the right to due process and may appeal such dismissal as provided for the student program manual, HCC student handbook a portion of which is attached hereto as APPENDIX F and APPENDIX H, as applicable, and/or other official publication(s) of HCC.
6. If either party receives notice of a potential loss of accreditation, that party shall be required to notify the other party in writing within (5) five business days. HCC and BOCC shall within a reasonable period notify any students attending the program of such loss or impending loss.
7. Both parties shall review this Agreement each year. Modification in the Agreement may be made by mutual consent at any time, so long as such modification is in writing and is signed by both parties. Either party may terminate this Agreement provided that (6) six months' notice is given in writing. In the event of termination of this Agreement, it is understood that all students in good standing will have the option of completing the Paramedic Program under the conditions then in effect.
8. Unless either party gives written notice for the termination of the Agreement, then this Agreement shall be automatically renewed each year for subsequent periods of one year.

## II. DIVISION OF DUTIES

### 1. RESPONSIBILITIES OF HCC

- a. HCC will maintain clinical affiliation agreements. WCDES will notify HCC of any new affiliates so that an agreement can be reached prior to student rotations.
- b. Provision of Student Support Services - HCC shall provide student supportive services, including the following:
  1. Student Disability Services
  2. Tutoring Services at the Learning Support Center (LSC)
  3. Access to HCC Library and Library Services
  4. Each student will receive a unique student e-mail, access to Microsoft 365, and student identification badges
  5. Participation in the technology loan program
  6. Student Mental Health Resources
  7. Scholarship and Grant funding
  8. All other student services as outlined in the Hagerstown Community College Student Handbook
- c. HCC's Workforce Solutions/Continuing Education ("WSCE") staff will maintain regular office hours at the Washington County Public Safety Training Center
- d. HCC will provide access to a clinical coordinator to maintain all clinical affiliation agreements and aid in the oversight of student clinical requirements, placements, and successful completion.
- e. HCC agrees to pay annual accreditation fees each year as the Higher Education accreditation sponsor for CAAHEP for the Emergency Medical Services Profession.
- f. HCC will maintain Maryland Higher Education Commission (MHEC) approval for non-credit courses. All students registered for these courses will have a non-credit transcript showing their completion of courses/programs.
- g. HCC will register all participants as non-credit students in accordance with the eligibility and admission requirements set forth in APPENDIX B.
- h. HCC will provide Paramedic Program instructors, managers, and directors with access and technical support to the learning management system D2L, or similar system, as outlined on APPENDIX E.
- i. HCC will award (41) forty-one credits to any student completing the Paramedic Program after successfully passing the National Registry Exam and earning (15) fifteen additional general education credits of the (19-23) nineteen to twenty-three general education credits required to earn an AAS degree. These credits must be earned at HCC.
- j. HCC will complete classroom observations and instructor evaluations
- k. Provide access to student scholarships including but not limited to the MHEC's Maryland Promise Scholarship, Workforce Development Sequence Scholarships, and additional funding through the HCC Foundation and future grants.
- l. HCC will provide the following equipment which may be removed from campus and relocated to the Public Safety Training Center ("PSTC") located at 18350 Public Safety Pl, Hagerstown, MD 21740
  1. One ALS manikin, asset number 11052, valued at \$7,255.18;

2. One Trauma Hal manikin, asset number 10529, valued at \$17,411.24; and
3. Additional soft supplies are available from current HCC stock.
4. Any repairs or replacements to the manikins shall be at the sole cost and expense of WCDES.
5. No assets provided by HCC shall be destroyed, donated, or sold without the express written permission of HCC.

## 2. RESPONSIBILITIES OF BOCC

- a. WCDES leadership will work with HCC to provide qualified instructors for all program courses.
- b. Selection to the Paramedic Program shall be based on criteria set forth in the outlined in APPENDIX B - *STUDENT ELIGIBILITY REQUIREMENTS*, Paramedic Program Student Manual, and/or other official publications. Each student must consent to the exchange of educational information in accordance with the Family Educational Rights and Privacy Act of 1974, as amended. Although WCDES shall obtain all required consents, HCC shall have the right to rely on such consents and to obtain copies of such consents upon request.
- c. WCDES will ensure students are aware of the minimum requirements to participate in the Paramedic Program and attend practicum rotation and will support HCC in monitoring the requirements.
- d. WCDES shall work with HCC to maintain and update Paramedic Program manuals and other official communications.
- e. WCDES is responsible for maintaining a program budget and supplying adequate educational and program materials.
- f. WCDES will share all program information with HCC in a timely manner, including attendance records, module grades, testing pass rates, student issues, and any Program Advisory Committee approved changes to curriculum or practicum requirements.
- g. All instructors, including guest lecturers, must sign an HCC compensation waiver and abide by relevant college policies.
- h. WCDES will assist the HCC clinical coordinator in the placement of students in relevant training experiences and provide access to the clinical scheduling platform.
- i. WCDES shall be responsible for the compensation of all program staff, including the Program Director, Medical Director, and Program Faculty, excluding the clinical coordinator.
- j. WCDES will provide adequate paramedic program instructional space at the Washington County Public Safety Training Center located at 18350 Public Safety Pl, Hagerstown, MD 21740. If the location of the training is changed, WCDES will notify HCC of this change.
- k. WCDES will provide all necessary classroom and laboratory materials.
- l. WCDES will maintain all instructional materials and technology, excluding D2L Learning Management System, or similar system.
- m. WCDES will provide HCC with the course schedule for each cohort, a minimum of 3 months in advance.

**III. REVENUE SHARE**

1. As the accredited body, HCC will be responsible for program standards, student grievance procedures, student support services and marketing and promotion of the program. WCDES is responsible for the delivery of the program including instruction, training facility and materials. Therefore, a revenue share of 30/70 of gross revenue between HCC and BOCC is agreed upon.
2. HCC and BOCC agree to a cost and revenue share to support the Paramedic Program as outlined in APPENDIX C – Revenue Share

**IV. INSURANCE**

1. HCC will maintain and/or cause its persons to maintain public third-party general liability and professional liability insurance providing bodily injury and property damage limits not less than one million dollars (\$1,000,000) per occurrence/per claim and two million dollars (\$2,000,000) in the aggregate. Certificates of insurance will be provided upon request to show evidence of contractual liability coverage.

**V. INDEMNIFICATION**

1. HCC and BOCC acknowledge and agree that neither party shall be responsible for any loss, injury, or other damage to the person or property of any student or faculty member participating in the didactic, laboratory, hospital, or field internship training at any facility of HCC and BOCC unless such loss, injury, or damage results from negligence or willful conduct of that party, its agents, officers, or employees, as permitted or otherwise limited by applicable law, regulation or rule.

**VI. STUDENTS' EDUCATION/MEDICAL/PSYCHOLOGICAL RECORDS/CONSENTS**

1. HCC understands that while performing services under this Agreement, its employees may be privy to certain information of a confidential nature including, but not limited to, information regarding students that is protected from disclosure under applicable provisions of the State Government Article to the Annotated Code of Maryland. HCC represents and warrants that its employees shall not make any disclosures of any information gained during the performance of services under this agreement without first obtaining authorization from the student. If WCDES requires student grade, attendance, or completion information, students must provide the college with a signed waiver.

**VII. CONTROLLING LAW**

1. This Agreement is governed by the laws of the State of Maryland.

**VIII. SEVERABILITY**

1. Should any portion of this Agreement be found illegal, the remainder shall remain in full force and effect and shall remain binding.

**IX. NOTICES/CONTRACT MONITOR**

1. Communications for the purposes of billing, payment, performance and submission of any other documentation or notice required by this Agreement shall be between the Contract Monitors who are as follows:

If to Hagerstown Community College:

11400 Robinwood Dr.  
Hagerstown, MD 21742  
Attn: Theresa Shank, Dean

If to Board of County Commissioners of Washington County, Maryland:

16232 Elliott Parkway  
Williamsport, MD 21795  
Attn: R. David Hays, Director Division of Emergency Services

**X. ENTIRE AGREEMENT**

1. This Agreement and exhibits incorporated herein contain the entire understanding between the parties with respect to the Paramedic Program sponsored by the parties and merge within it all prior and/or contemporaneous negotiations, understandings, agreements, and representations, whether oral or written. This Agreement supersedes all prior and/or contemporaneous representations, negotiations, promises, covenants, or discussions, if any, between the parties related to a Paramedic Program sponsored by the Parties.

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**HAGERSTOWN COMMUNITY COLLEGE**

**James S. Klauber**  
**President**

**Date**

**BOARD OF COUNTY COMMISSIONERS  
OF WASHINGTON COUNTY, MARYLAND**

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**John F. Barr**  
**President**

**Date**

## **INDEX OF APPENDICES**

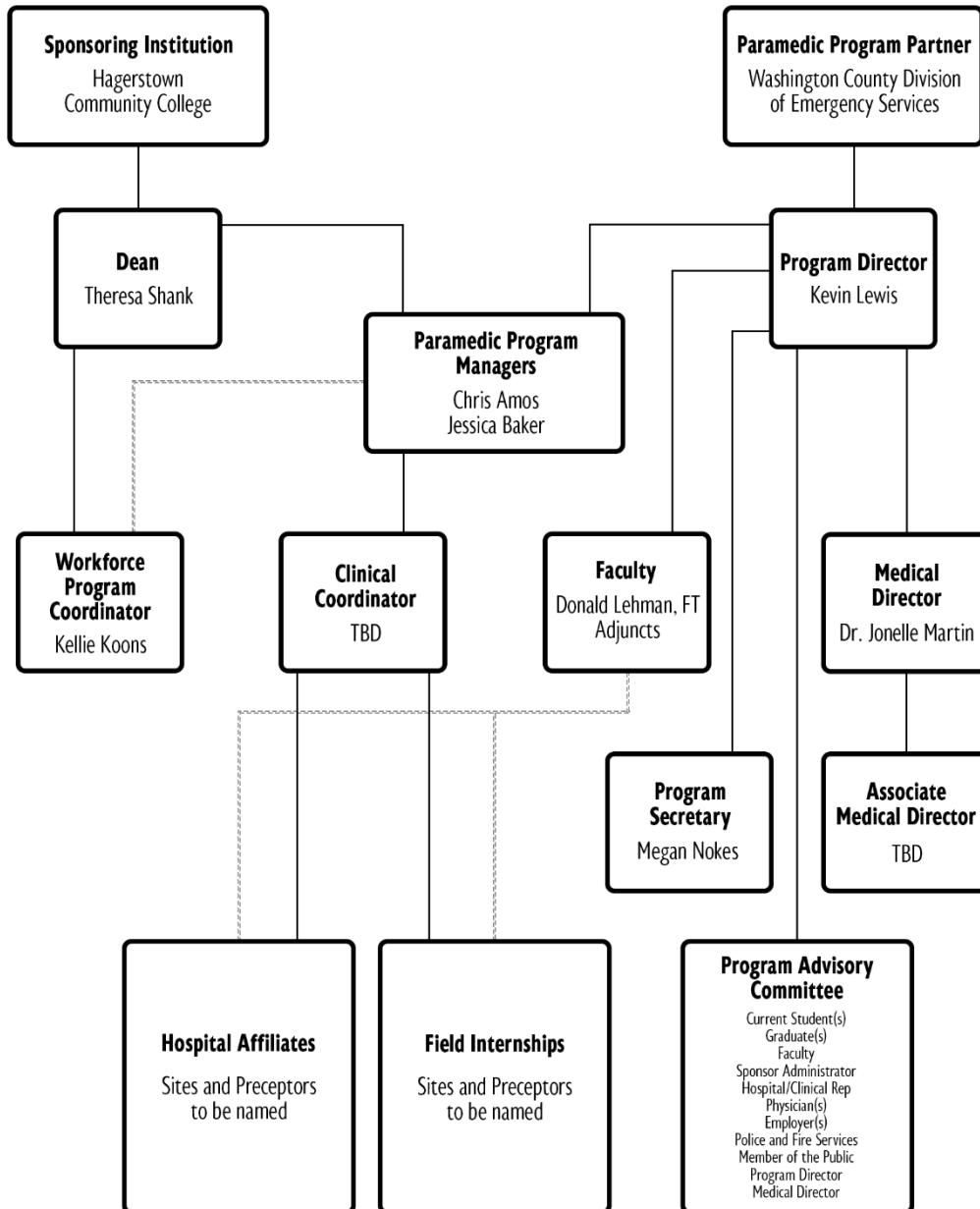
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# APPENDIX A

## Programmatic Organization Chart

### Partnership

Hagerstown Community College – BOCC/WCDES  
**Paramedic Program**



## APPENDIX B

### **Student Eligibility and Admission Requirements** Hagerstown Community College – BOCC/WCDES

XI. PARAMEDIC PROGRAM STUDENT ELIGIBILITY and ADMISSION REQUIREMENTS

1. Students must be at least (18) eighteen years of age prior to starting clinical/practicum experience.
2. Have a high school diploma or GED.
3. Be certified as an EMT (National Registry verification required) prior to the first the program's hospital/field activities.
4. Each student is required to complete health requirements as set forth in the Student Manual and/or other official publication(s) before commencement in the program's hospital/field activities. Each student shall be required to provide proof of required Immunizations as outlined in the Student Manual and/or other official publication (s) and must be able to perform his/her activities in the program in such a manner as to not pose a direct threat to the health or safety of others.
5. Complete entrance exam administered by the training program.
6. Submit to a background check and drug screen as required for clinical sites.
7. Must be currently enrolled or show successful completion of college level Human Anatomy and Physiology within the last 5 years
8. Attend a personal interview with Program Directors, Program Managers, and the Lead instructor. This committee will have the final approval for admission to the program. Final approval will be based collectively on results of testing, satisfying requirements, and the decision of this committee's evaluation of the candidate.
9. All students must meet the technical standards for this program as outlined in program handbook and other official publications.

## APPENDIX C

### Revenue Share Agreement

Hagerstown Community College – BOCC/WCDES

1. Tuition is estimated to be \$7,000 per student with a minimum cohort of (10) ten students and maximum of (16) sixteen.
2. All students are eligible to apply for scholarships as HCC students.
3. WCDES may enroll up to (11) eleven students. These students must be Washington County employees, volunteer corporation employees or volunteers. HCC may recruit up to (5) five students for the program
4. The tuition and fees for the program shall be in accordance with HCC and BOCC policy.
5. The students shall pay all tuition fees to Hagerstown Community College as well as be responsible for their books, uniforms, meals, and housing while enrolled in the program.
6. As the accredited body, HCC will be responsible for program standards, student grievance procedures, student support services and marketing and promotion of the program. WCDES is responsible for the delivery of the program including instruction, training facilities and materials therefore HCC and BOCC agree to a 30/70 revenue share of gross revenue.

## APPENDIX D

### **Emergency Action Plan – Continuation of Learning** Hagerstown Community College – BOCC/WCDES

**To be supplied by WCDES on a situational basis.**

## APPENDIX E

### Student Record Keeping

Hagerstown Community College – BOCC/WCDES

**WCDES will provide access to clinical scheduling software.**

**HCC will provide access to learning management systems.** HCC and WCDES will work to maintain student records electronically, storing information, including but not limited to, academic performance, personal details, financial aid data, and disciplinary actions in a secure database ensuring privacy by following FERPA, which limits who can access this information without student consent.

A record is maintained on each student. The record carries the student's full name, date of birth, date of enrollment, withdrawal/graduation, courses taken, final grades received, rank in class and test results.

All documents will be maintained in Perceptive Content.

WCDES will maintain paper files for students for no less than 5 years. At the end of the 5-year term, WCDES will turn over paper files to HCC to maintain for an additional 5 years before destruction.

## APPENDIX F

### **Student Grievance Procedures** *Hagerstown Community College – BOCC/WCDES*

#### **General Grievance Policy:**

The purpose of the General Grievance Policy for Students is to provide a formal method of recourse to students who feel that a particular action or series of actions on the part of a Hagerstown Community College employee has violated accepted or stated institutional practices and standards. Student concerns appropriate to this policy include concerns regarding ethical or professional behavior, arbitrary application of college policies, and perceived violations of accepted rights of students. Students may file a formal written grievance by completing an online form, available on the HCC website.

#### **General Grievance Policy and Procedures for Students:**

Introduction: The purpose of the General Grievance Policy for Students is to provide a formal method of recourse to students who feel that a particular action or series of actions on the part of a Hagerstown Community College employee has violated accepted or stated institutional practices and standards. Student concerns appropriate to this policy include concerns regarding the ethical and professional behavior of employees, arbitrary application of current College policies by employees, and perceived violations of accepted rights of students such as the right to free expression and the right to assemble. If a student wishes to have another person present at any step of the process, they may request the presence of a nonlegal advisor.

If a student alleges discrimination or harassment of an employee, they may file a Discrimination/Harassment Complaint Form at <https://www.hagerstowncc.edu/current-facultystaff-hr>. If a student has another complaint of misconduct against an employee at the College, they may contact the Executive Director of Human Resources at [HR@hagerstowncc.edu](mailto:HR@hagerstowncc.edu) who will ensure the complaint is heard and proper follow-up occurs. Students may also complete the Grievance Form online under the Current Students tab.

Student complaints related to faculty/instructor teaching, course content, or student status in competitive academic programs, are not addressed via the General Grievance Policy/Procedure. For such complaints, the students should first share their concern with their faculty/instructor. If not satisfied, the student should share their concern with the respective academic division director (for credit courses) or program coordinator (for non-credit courses). If still not satisfied, the student may share their concern with the VPAASS (for credit programs) or Dean of WSCE (for non-credit programs). When applicable, students may use the Student Grade Appeal Process.

#### **Student Grade Appeal Process:**

This process outlines procedures a student shall follow to challenge the final grade assigned by the person responsible for the academic endeavor, hereafter referred to as the instructor. Confidentiality must be maintained throughout the process.

To successfully appeal a final course grade, a student must offer convincing written arguments that good cause exists for mandating a change of grade. If a student fails to appeal a final grade within seven (7)

calendar days from the date the grade is posted to the student's record, the student forfeits the right to appeal.

Each of the following reasons, if supported by sufficient written evidence, shall constitute "good cause" for a grade appeal:

- A. Assignment of a grade that is malicious or discriminatory. This is applicable if, in determining the grade, the instructor clearly did not apply the same standards used for grading other members of the class whose work and behavior were like those of the appealing student.
- B. Assignment of a grade that is arbitrary or capricious. This is applicable if the instructor apparently had no discernible rationale for arriving at the grade given.
- C. Assignment of a grade that has resulted from innocent human error. The instructor reported an incorrect grade as the consequence of a mistake in computation, recording, or in some other mechanical aspect of the grading process.

None of the following shall constitute "good cause" for the purpose of appealing a grade.

- A. Disagreement with the course requirements established by the instructor
- B. Disagreement with the grading standards established by the instructor.
- C. Disagreement with the judgment of the instructor in applying grading standards as long as they have made a reasonable effort in good faith to be fair and consistent in exercising that judgment. Good faith on the instructor's part shall be assumed unless the student can offer convincing arguments to the contrary.
- D. The student's desire or "need" for a particular grade. While this sort of reason may seem compelling to the individual on a personal level, it shall not be considered "good cause" for purposes of appeal and shall not be regarded as relevant in consideration of the student's appeal. Examples of the student's need to have a higher grade include but are not limited to, the need to graduate, transfer course credits, gain employment or promotion, or qualify for a more advanced course.

The following steps constitute the established administrative procedures for appealing a final grade. Individuals involved in the process will vary depending on if the grade appeal is regarding a credit or non-credit course. If the appeal concerns a final grade given by a division director/program manager, an administrative substitute (determined by the VPAASS) will be selected to act in their place throughout the process. All paperwork and documentation of Steps 1 through 3 will be kept in the office of the division director (credit courses) or program manager (non-credit courses). If the appeal is filed against the VPAASS/Dean of WSCE, an administrator substitute will be selected by the College President to act in their place.

### **Step 1—Initial Appeal**

The student must submit a written appeal of the final grade to the course instructor; the "cause" of the appeal needs to be clearly stated. A student email may serve as a written appeal if the student clearly states in their email that the intent of the email is to initiate a grade appeal; only Hagerstown Community College student email addresses can be used for grade appeals initiated through email. This must be done within seven (7) calendar days from the date the grade is posted to the student's record.

### **Step 2—Conference**

The instructor/student conference will occur as soon as possible. This conference may take place remotely over the phone, online, or in person. The occurrence and outcome of the meeting will be documented by the instructor who assigned the grade; a copy of the documentation will go to both parties. 49

### **Step 3—Secondary Appeal**

If the initial appeal cannot be resolved, the student has seven (7) calendar days after the student/instructor conference to appeal, in writing, to the division director (credit course) or program manager (non-credit courses); the “cause” of the appeal must be clearly stated and match the “cause” in the initial appeal. After reviewing the written materials, the division director (credit)/ program manager (non-credit) will schedule a conference with the student within fourteen (14) calendar days; this conference can take place in person, online or over the phone. When appropriate and possible, the instructor may participate in this meeting. If the secondary appeal is not resolved, the student has seven (7) calendar days from the date of the conference to appeal the grade, in writing, to the VPAASS (credit) or Dean of WSCE (non-credit).

### **Step 4—Final Appeal**

At this stage, the VPAASS/Dean of WSCE will review all written materials submitted by the student/division director/program manager regarding the grade appeal and may conduct further inquiries. The student can request a meeting with the VPAASS/Dean of WSCE in their written Appeal, but a meeting is not required. A decision shall be made within twenty-one (21) calendar days after the written appeal is submitted. The decision of the VPAASS/ Dean of WSCE shall be final.

### **Registration and Refund Appeals:**

Students may need to file a registration appeal when extraordinary circumstances have prevented them from dropping their classes by the established deadline. The process varies for credit and non-credit courses.

#### **Non-credit Courses:**

Students may receive a refund for a non-credit course before the class begins; after this date, no refund is available. Should a student be unable to complete the courses due to a personal extenuating circumstance, they may submit a written Registration Appeal Form – Non-Credit Course to the Dean of Students for review. The Dean of Students will consult with the student, the Instructor/Program Manager and Dean of WSCE as it is needed to make a final decision for a refund. Non-credit course refund appeals are expected to be received within two weeks after the non-credit class of a student’s appealed grade/class. It is not customary for appeals to be granted after that time, especially if a scholarship is received. Students will receive a response in writing from the Dean of Students regarding the outcome of your appeal. Appeals will be reviewed monthly and should be submitted prior to the 15th of each month for consideration for that month. Refund appeals for College for Kids courses are reviewed through a separate process monitored by CFK staff. See CFK guidelines for details.

[\*\*https://www.hagerstowncc.edu/docs/student-handbook\*\*](https://www.hagerstowncc.edu/docs/student-handbook) (P. 48 – 50)

**For additional information, please refer to Paramedic Program Manual**

## APPENDIX G

### Student Graduation Requirements

*Hagerstown Community College – BOCC/WCDES*

Students participating in the Paramedic Program must maintain 80% or greater attendance in each of the program courses.

Students participating in the Paramedic Program must maintain a minimum average of 70% or higher in each of the program courses.

#### Terminal Competencies

The following are terminal competencies required for successful program completion and authorization to take the NREMT Paramedic Exam:

- The student must complete all lab, clinical, and field requirements outlined in this manual and the Course Syllabus.
- The student must successfully complete the requirements for and pass each Module as well as the Midterm and Final Examinations.
- The student must pass AHA Advanced Cardiac Life Support
- The student must pass AHA Pediatric Advanced Life Support
- The student must pass NAEMT Prehospital Trauma Life Support

## APPENDIX H

### Student Incident Reporting

*Hagerstown Community College – BOCC/WCDES*

#### **Waiver of Liability:**

Participation in College sponsored off-campus activities and certain on-campus activities is voluntary. Students participating in activities in which there is a potential risk of physical injury are expected to sign an HCC waiver of liability. While the college takes precautions to minimize potential hazards, it is each student's responsibility to take whatever safety measures are necessary to protect themselves.

<https://www.hagerstowncc.edu/docs/student-handbook> (P. 23)

Should a student receive an injury while performing clinical or laboratory activities related to training, they should complete the college's incident reporting form as provided in the Paramedic Student Handbook.

- Insurance claims will be processed through your health insurance first. Please provide the health care provider at check in.
- HCC has a secondary policy through Bob McCloskey Insurance, which will process any remaining balance.
  - The attached BMI Benefits Claim Form (found page 5) must be completed and submitted to your clinical supervisor or faculty contact within 48 hours of the incident. The clinical supervisor or faculty contact will submit to Dawn Reed to submit electronically.
  - See page 3 for BMI insurance policy number and billing information (in the form of a card). Please provide to the health care provider as the secondary policy at check in.
  - This policy does not have a deductible.

## **ADDENDUM TO MEMORANDUM OF UNDERSTANDING**

This Addendum ("Addendum") is entered into by and between **Hagerstown Community College and Board of County Commissioners of Washington County, Maryland** (collectively, "the Parties") and is intended to amend the Memorandum of Understanding ("MOU") originally executed on August 26, 2025.

### **Purpose**

The purpose of this Addendum is to modify the cost-sharing arrangements outlined in the MOU.

### **Terms of Amendment**

#### **1. Cost Split Adjustment**

- Effective **September 26, 2025** through **August 30, 2026**, the Parties agree to adjust the cost-sharing arrangement from the original **70% (Washington County) / 30% (Hagerstown Community College)** split to **80% (Washington County) / 20% (Hagerstown Community College)**.
- All other financial obligations, invoice procedures, and payment timelines remain as stated in the original MOU.

#### **2. Duration**

- This adjustment is temporary and will remain in effect for one (1) year, beginning on **September 26, 2025** and ending on **August 30, 2026** unless otherwise extended or modified in writing by mutual agreement of the Parties.

#### **3. No Other Changes**

- Except as expressly modified by this Addendum, all other terms and conditions of the original MOU remain unchanged and in full force and effect.

### **Signatures**

By signing below, the Parties acknowledge and agree to the terms of this Addendum.

**John F. Barr, President**

\_\_\_\_\_  
Board of County Commissioners

Date: \_\_\_\_\_

**James S. Klauber, President**

  
Hagerstown Community College

Date: 11-7-25



---

### Open Session Item

**SUBJECT:** State Homeland Security Grant Budget Adjustment

**PRESENTATION DATE:** January 13, 2025.

**PRESENTATION BY:** Chip Rose, HR Director and Alan Matheny, Director, Emergency Management & Communications.

**RECOMMENDATION:** Staff is seeking consensus to reallocate **\$47,598.50** to cover a shortfall in Grant funding. This grant provides funding for planning, training, equipment and projects that support both the county and the Office of OEM.

**REPORT-IN-BRIEF:** The Office of Emergency Management (OEM) requested \$153,703.91 from the State Homeland Security Grant program but was awarded \$121,960.24. The award included Federal mandates that require 10% of that award (\$12,196.69) to be allocated for border security and enforcement response and 3% of that award (\$3,658.80) to be allocated to the Election Board for election security. In total, this leaves OEM with a **\$47,588.50 budget shortfall**.

**DISCUSSION:** OEM is recommending removing \$40,000 from the salary of the Emergency Management Specialist, (Cody Swope) so they can direct funds toward procuring emergency shelter supplies and enhancing equipment for the county's Emergency Operations Center (EOC). In 2026, OEM will participate in multiple large-scale events that require the activation of the Emergency Operations Center. We need this essential equipment to coordinate resources during these events.

**FISCAL IMPACT:** **\$47,598.50**

**CONCURRENCES:** Michelle Gordon, County Administrator.

**ALTERNATIVES:** N/A

**ATTACHMENTS:** N/A

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



---

Open Session Item

**SUBJECT:** Airport Grant Budget Adjustment

**PRESENTATION DATE:** January 13, 2026

**PRESENTATION BY:** Zane Garrett, Deputy Director of Budget and Finance

**RECOMMENDED MOTION:** Motion to approve the budget adjustment as presented.

**REPORT-IN-BRIEF:** The FY26 Original Airport budget included operating grant revenue in the amount of \$50,000 as well as the related advertising expenses for the Appalachian Regional Commission (ARC) grant. Since then, we've realized the grant will span multiple fiscal years and should be tracked separately with its own project ID (ADM010) to enhance controls and recordkeeping.

**DISCUSSION:** N/A

**FISCAL IMPACT:** Transferring the budget to the Capital fund for the grant. This grant does require a 50% local match. Funds for the local match will remain available in the operating budget as originally intended.

**CONCURRENCES:** Neil Doran, Airport Director, and Kelcee Mace, Chief Financial Officer

**ALTERNATIVES:** Deny the budget adjustment

**ATTACHMENTS:** Budget adjustment form

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



# Washington County, Maryland

## Budget Adjustment Form

[Form](#) [Routing](#)

(?)

Budget Amendment  
 Budget Transfer

Fiscal Year

2026

BOCC Approval Date (if known)

MM/DD/YYYY

Deputy Director - Finance

*Zane Garrett*

signed by Garrett, Zane M.  
 12/22/2025, 8:47:43 AM

Preparer, if applicable

*Zane Garrett*

signed by Garrett, Zane M.  
 12/19/2025, 12:40:38 PM

Department Head Authorization

*Neil R. Doran*

signed by Doran, Neil  
 12/22/2025, 9:19:48 AM

Division Director / Elected Official Authorization

*Andrew Eshleman*

signed by Eshleman, Andrew  
 12/22/2025, 10:37:31 AM

Budget & Finance Director Approval

Sign

County Administrator Approval

Sign

County Commissioners Approval

Sign

Expenditure / Account Number	Fund Number	Department Number	Project/ Grant Number	Activity Code	Department and Account Description	Increase (Decrease) +/-	
505010	35	45010	ADM010	OTHR ▼	Advertising	50,000	×
498800	35	45010	ADM010	0000 ▼	Other - CIP Revenue - ARC Grant	50,000	×
505010	45	45090		▼	Advertising - Airline Services	-50,000	×
495000	45	45090		▼	Operating Grants	-50,000	×

[Add another row](#)

Explain Budget Adjustment

Transfers the existing ARC grant budget from fund 45 to fund 35 where revenue and expenses can be tracked more easily. This Grant is expected to span two fiscal years until the funds are expended.



---

Open Session Item

**SUBJECT:** 540 Western Maryland Parkway – Budget Adjustment

**PRESENTATION DATE:** January 13, 2026

**PRESENTATION BY:** Zane Garrett, Deputy Director of Budget and Finance

**RECOMMENDED MOTION:** Motion to approve the budget adjustment as presented and transfer the excess rental income of 622,890 to the capital fund.

**REPORT-IN-BRIEF:** In Late FY25 the county acquired a building located at 540 Western Maryland Parkway. A budget needs to be approved to reflect the estimated rental income and operating expenses for FY26. The excess revenue over expenses will be transferred to the capital budget to help support building renovations in the Patrol Relocation Renovation Project (BLD113).

**DISCUSSION:** N/A

**FISCAL IMPACT:** No additional funds are needed from the General Fund as rental income is expected to support operating expenses for FY26.

**CONCURRENCES:** Kim Edlund, Director of Budget and Finance, and Kelcee Mace, Chief Financial Officer

**ALTERNATIVES:** Deny the budget adjustment

**ATTACHMENTS:** Budget adjustment form

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



# Washington County, Maryland

## Budget Adjustment Form

**Preparer:** signed by Garrett, Zane M. 12/15/2025, 10:44:24 AM

(?)

Budget Amendment  
 Budget Transfer

**Fiscal Year**

2026

**BOCC Approval Date (if known)**

**Deputy Director - Finance**

*Zane Garrett*

signed by Garrett, Zane M.  
 12/22/2025, 9:00:53 AM

Expenditure / Account Number	Fund Number	Department Number	Project/ Grant Number	Activity Code	Department and Account Description	Increase (Decrease) +/-
498710	30	11310	BLD113	0000	Patrol Services Relocation Renovation - Capital Transfer - General	622,890
599999	30	11310	BLD113	CNST	Controllable Assets	622,890
502000	10	91230		0000	Appropriations - Capital Improvement Fund	622,890
404510	10	10920			Rental Income - 540 Western Maryland Parkway	990,550
510020	10	10920			Property & Casualty Insurance	10,000
515000	10	10920			Contracted Purchase Services	45,000
525020	10	10920			Janitorial Supplies	2,000
526020	10	10920			Building Maintenance	15,000
526040	10	10920			Equipment Maintenance	3,000
545010	10	10920			Electric	150,000
545020	10	10920			Natural Gas	4,800
545040	10	10920			Sewer	7,200
545050	10	10920			Waste/Trash Disposal	1,950

Expenditure / Account Number	Fund Number	Department Number	Project/ Grant Number	Activity Code	Department and Account Description	Increase (Decrease) +/-
545060	10	10920			Water	3,000
545070	10	10920			Stormwater Fee	10,500
545080	10	10920			Fireline Fee	710
582060	10	10920			Fire Extinguishers/Refills	500
515192	10	10920			Property Tax	114,000

**Explain Budget Adjustment**

The purchase of 540 Western Maryland parkway was made late in the spring of 2025. This establishes a budget for the rental income, the anticipated building expenses, and the excess revenue which is allocated to the capital budget for renovation of the building.

**Attach Additional Items**



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Open Session Item

**SUBJECT:** Smithsburg Wastewater Treatment Plant – Budget Adjustment

**PRESENTATION DATE:** January 13, 2026

**PRESENTATION BY:** Zane Garrett, Deputy Director of Budget and Finance

**RECOMMENDED MOTION:** Motion to approve the budget adjustment as presented.

**REPORT-IN-BRIEF:** On December 16, 2025 the Board approved a change order for the Smithsburg Wastewater Treatment plant project (TRP021). The change order was for \$435,400 in additional construction management services for the project design consultant, Buchart Horn, Inc. The budget adjustment attached should have accompanied the change order to add funds to the project.

**DISCUSSION:** N/A

**FISCAL IMPACT:** Funding will come from Sewer fund CIP reserves.

**CONCURRENCES:** Kelcee Mace, Chief Financial Officer

**ALTERNATIVES:** Deny the budget adjustment

**ATTACHMENTS:** Budget adjustment form

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



# Washington County, Maryland

## Budget Adjustment Form

**Preparer:** signed by Garrett, Zane M. 12/22/2025, 1:56:33 PM

(?)

Budget Amendment  
 Budget Transfer

**Fiscal Year**

2026

**BOCC Approval Date (if known)**

**Deputy Director - Finance**

*Zane Garrett*

signed by Garrett, Zane M.  
12/22/2025, 2:03:49 PM

Expenditure / Account Number	Fund Number	Department Number	Project/ Grant Number	Activity Code	Department and Account Description	Increase (Decrease) +/-
404400	32	42010	TRP021	0000	Smithsburg Waste Water Treatment Plant ENR Upgrades - Interest Income	435,400
599999	32	42010	TRP021	OTHR	Controlable assets	435,400

**Explain Budget Adjustment**

Additional Funding is needed for the Smithsburg WWTP project due to the change order approved on December 16, 2025 BOCC meeting. Funding will come from Sewer CIP reserves.

**Attach Additional Items**



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Open Session Item

**SUBJECT:** Tax Differential

**PRESENTATION DATE:** January 13, 2026

**PRESENTATION BY:** Michelle Gordon, County Administrator; Kelcee Mace, Chief Financial Officer; Zane Garrett, Deputy Director of Budget and Finance

**RECOMMENDATION:** Information Only-Review of the Tax Differential Calculations

**REPORT-IN-BRIEF:** In the State of Maryland, most counties and municipalities (including Washington County) are governed by Section 6-306 of the Tax –Property Article of the Annotated Code of Maryland. The County is not required to offer a tax setoff. The statute gives the Commissioners the authority to grant a tax setoff to a municipal corporation that does not make a request for a tax setoff.

**DISCUSSION:** In the State of Maryland, most counties and municipalities (including Washington County) are governed by Section 6-306 of the Tax –Property Article of the Annotated Code of Maryland. The County is not required to offer a tax setoff. “Tax setoff” means:

1. The difference between the general county property tax rate and the property tax rate that is set for assessments of property in a municipal corporation; or,
2. A payment to a municipal corporation to aid the municipal corporation in funding services or programs that are similar to county services or programs.

In determining the county property tax rate to be applied in a municipality, the Commissioners may consider the services or programs provided by the municipality instead of similar county services or programs and the extent that such similar services and programs are funded by property tax revenues. The statute gives the Commissioners the authority to grant a tax setoff to a municipal corporation that does not make a request for a tax setoff.

The County has utilized *Option 1* (described above) since FY2011. The property tax rate differential is currently a reduction of 12.5 cents per \$100 of assessed value and that tax differential or reduced tax rate is provided to all property owners within the incorporated boundaries of a municipality. This means that the tax rate for residents inside the corporate boundaries of a municipality is decreased from 92.8 cents per \$100 of assessed value to 80.3 cents per \$100 of assessed value (92.8 - 12.5 = 80.3). This lower tax rate directly benefits property owners within a municipality. For FY2026, the reduction in tax revenue due to the tax differential is estimated to be \$6.4 million and is broken down as follows:

- City of Hagerstown property owners the current tax differential is estimated at \$4.8 million.
- For property owners within the incorporated boundaries of other municipalities in Washington County, the tax differential is estimated at an additional \$1.6 million.

The Current Tax Equity Rate model takes into account expenditures for duplicated services, revenues collected for county services and excess use of county services by property owners within the City limits. That excess use of county resources is being paid for by non-city residents.

**Adjustments for that excess use of County resources from property owners inside the City of Hagerstown include the following:** Washington County Public Schools; 911 Emergency Communications; Detention and States Attorney; Transit Services; Judicial Services; Hagerstown Community College; Health Department & Social Services; Library; and, Senior Services

**Adjustments for Revenue Shortages from property owners in the City of Hagerstown include the following:** Income Tax; and, Real Estate Tax.

**FISCAL IMPACT:** N/A-Information Only

**CONCURRENCES:** None

**ALTERNATIVES:** None

**ATTACHMENTS:**

**AUDIO/VISUAL NEEDS:** None



Open Session Item

**SUBJECT:** Potential Legislative Items

**PRESENTATION DATE:** January 13, 2026

**PRESENTATION BY:** Zachary Kieffer, County Attorney

**RECOMMENDED MOTION:** Consensus to Support Legislation and Send to County Delegation.

**REPORT-IN-BRIEF:** Consensus is sought for two pieces of legislation related to County Procurement

**DISCUSSION:** The next regular session of the General Assembly begins in January 2026. Staff is seeking consensus on the following two proposed pieces of legislation:

1. Amend Local Government Section 12-412 to clarify the County's authority to purchase or lease personal property under a multiyear contract. Title 12 Subtitle 4 of the Local Gov't Article pertains to property acquisition and transfer by Counties. Section 12-401 contains the general authority to acquire by lease, purchase, or other method, an interest in property needed for a public purpose. The County seeks to add language to the Washington County specific section of the title, §12-412, to clarify that the County may acquire personal property through the use of installment contracts with terms of 2 years or more. The proposed language mirrors that of other county-specific sections. Staff anticipates this clarifying language will allow the County to take advantage of lower interest rates when entering into installment contracts, which will create savings of tax-payer funds.
2. The County Procurement Office is requesting a revision to Section 1-106.2 "Sole Source Procurement" of the Code of Public Local Laws of Washington County. Upon the approval and execution of a sole source award, the Code of Public Local Laws requires the publishing of a notice of the award in a newspaper of general circulation. The requested change allows the Procurement office the option of posting the notice through electronic media or through its electronic bidding site. This would follow in line with the Procurement's continued transition to digitizing the County's procurement process.

**FISCAL IMPACT:** N/A

**CONCURRENCES:** N/A

**ALTERNATIVES:** N/A

**ATTACHMENTS:** Drafts of Proposed Legislation

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

# HOUSE BILL ###

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1 AN ACT concerning

2 **Washington County – Personal Property Acquisition**

1 FOR the purpose of expressly authorizing the County Commissioners of  
2 Washington County to acquire property by purchase or lease under a  
3 multiyear contract.

4 BY repealing and reenacting, with amendments,

5 Article – Local – Government

6 Section 12-412

7 Annotated Code of Maryland

(20## Replacement Volume and 20## Supplement)

8 SECTION 1. BE IT ENACTED BY THE GENERAL ASSEMBLY OF  
MARYLAND,

9 That the Laws of Maryland read as follows:

10 (a) The County Commissioners of Washington County may acquire property or any  
11 interest in property by purchase, gift, or by condemnation to acquire, construct, or  
12 maintain a railroad line, if the commissioners:

13 (1) determine, by resolution, that the railroad line will help preserve and attract industry  
14 and promote economic growth in the county; and

15 (2) solicit bids and hold a public hearing in the same manner as required for other public  
16 property in the county.

17 (b)(1) If the State builds or acquires a railroad line in Washington County, the County  
18 Commissioners of Washington County may contribute a reasonable amount toward the  
19 cost of the railroad line from the general funds of the county.

20 (2) Before the county commissioners spend money under this subsection, the county  
21 commissioners shall comply with the requirements for acquisition of property for a  
22 railroad under subsection (a) of this section.

23 (c)(1) **The County Commissioners of Washington County may:**

24 (i) **purchase or lease personal property under a multiyear contract that**  
25 **requires the county to make installment or rental payments during 2 or more** 26  
**fiscal years;**

27 (ii) **pay interest as part of any installment or rental payments in accordance with**  
28 **the terms of the contract; and**

29 (iii) **pledge and assign the personal property purchased or leased to secure the**  
30 **obligation.**

31 (2)(i) **The county may enter into a contract under paragraph (1) of this subsection**  
32 **only if:**

33 **1. the county has appropriated money sufficient to pay the amount due under the**

EXPLANATION: BOLD INDICATES MATTER ADDED TO EXISTING LAW. [BRACKETS] INDICATE  
MATTER DELETED FROM EXISTING LAW.

34 contract during the first fiscal year in which the contract is effective;

35 2. subject to subparagraph (ii) of this paragraph, the contract authorizes the county

36 to terminate the contract if money sufficient to pay the amount due under the 37

contract for any fiscal year is not appropriated;

38 3. the contract provides that, except if the county defaults in payment under the

39 contract, an obligation for payment under the contract is limited to money

40 appropriated for contract payment for that fiscal year; and

41 the contract provides that, if the county defaults in payment under the contract,

42 the obligation for payment is limited to:

43 A. Money appropriated for contract payments for that fiscal year;

44 B. Any money realized from the personal property purchased or leased under

45 the contract; and

46 C. Any money legally available for contract payment.

47 (ii) The contract may provide that a contract termination is ineffective if the County

48 Commissioners of Washington County purchase or lease personal property similar

or functionally related

49 to the property purchased or leased under the contract within a specified period of

50 time.

51 (3) The authority granted to the County Commissioners of Washington County

52 under this subsection shall be applied retroactively.

EXPLANATION: BOLD INDICATES MATTER ADDED TO EXISTING LAW. [BRACKETS] INDICATE  
MATTER DELETED FROM EXISTING LAW.

**1-106.2. Sole source procurement.**

(a) ***Authorized.*** A sole source procurement is permissible when:

- (1) Only one source exists that meets the county's requirements;
- (2) The compatibility of equipment, accessories, or replacement parts is the paramount consideration;
- (3) A sole vendor's item is needed for trial use or testing;
- (4) A sole vendor's item is to be procured for resale;
- (5) Certain public utility services are to be procured and only one source exists; or
- (6) Authorized under subsection (c) of this section.

(b) ***Determination by procurement officer.***

(1) The procurement officer, with the approval of the agency head, shall make the determination as to whether a procurement shall be made as a sole source procurement. This determination shall be in writing and shall state the basis for the determination. The procurement officer may specify the application of the determination and the duration of its effectiveness. In cases of reasonable doubt, competition shall be solicited. A request by an agency that a procurement be restricted to one vendor shall be accompanied by an acceptable written explanation as to why no other vendor is suitable or acceptable to meet the county's needs.

(2) Notwithstanding any other provision of this section, a sole source procurement contract entered under this section shall be approved by four of the five County Commissioners.

(c) ***Specific authority.***

(1) A procurement agency, with the prior written approval of the County Attorney, may enter into a sole source contract to retain the confidential services of a contractor to represent the interests of the county in connection with:

- (i) Threatened or pending litigation;
- (ii) Appraisal of real property contemplated for acquisition by the county; or
- (iii) Collective bargaining.

(2) When it is determined to be in the best interests of the county, a procurement officer may negotiate the renewal of an existing real property lease without soliciting other proposals.

(3) If the procurement agency reasonably can anticipate a continuing need for the services described in paragraph (1)(ii) or (iii) of this subsection, sole source procurement is inappropriate.

(d) ***Negotiation by procurement officer.*** The procurement officer shall conduct negotiations, as appropriate, as to price, delivery, and terms for a sole source procurement.

(e) ***Notice; records.***

(1) Not more than 10 days after the execution and approval of a contract under this section, the procurement agency shall publish notice of the award in a newspaper of general circulation in the county **or through electronic media or through the award posted on an electronic bidding site.**

(2) A record of sole source procurements shall be maintained that states:

- (i) Each contractor's name;
- (ii) The type and value of each contract;
- (iii) The items procured under each contract;
- (iv) The identification number of each contract file; and
- (v) The written explanation as to why the procurement is restricted to one vendor. (1993, ch. 508; 1994, ch. 3)