



**Fire School Advisory Board Minutes**  
**Quarterly Meeting: February 12, 2020 at 10 a.m.**

**I. Call to Order and Welcome**

The meeting was posted and advertised pursuant to all South Carolina laws, rules, and regulations. The meeting was called to order at 10 a.m. by Chair Billy Dillon.

**Roll call of members:**

SC Fire School Advisory Board															
Billy Dillon	X	Doug Cline	P	Brian Horton	P	Brad Maness	A	Joel Rogers	P	Jason Pope	X	Bill Stewart	A	Tommy McDowell	A
Joshua Jordan	X			Scott McClain	X	Justin McLellan	X	Terry Sheriff	P	Diane Woods	A	William Brocious	X	Tim Dickson	A

*P: Via Phone X: Present A: Absent*

**VISITORS PRESENT:** Julie McCabe, George Stapleton, Amy Williamson, Lenny Busby, Bonita Watters, Greg Bass, Thad Turner, Nathan Ellis, Jeff Allen, and Sherri Bush.

- A. Deputy Superintendent Chief Lenny Busby led the Pledge of Allegiance and Invocation
- B. A quorum was present

**II. Review of Agenda**

Justin McLellan made a motion to approve the agenda. Jason Pope seconded. The motion carried with no discussion.

**Approval of Minutes**

Joshua Jordan made a motion to approve the November 13, 2019, minutes. Justin McLellan seconded. The motion carried with no discussion.

**III. Committee Chair Comments**

Chief Billy Dillion asked that those absent for illness or family related issues be kept in everyone's thoughts.

**IV. Employee Updates**

Chief Busby, on behalf of Chief Ray, presented the following updates:

- Tyson Houston replaced Clarence Bennett as Curriculum Supervisor. Tyson's vacant position has been reclassified and posted as a Program Coordinator I.
- There are two vacancies in maintenance. Interviews are today. Interviews for landscaping position have taken place. There were no viable candidates and the job will be reposted.
- Caren Canup retired. Decision to post this position will be at a later date.
- Christopher Beckham was hired for as the Municipal Coordinator. Currently, there are three vacancies in resident training.

- Program Coordinator II position has been posted for Special Operations training.
- Billy Dillion asked if any class cancelations are due to Academy vacancies. Lenny Busby advised him no customers have been turned away nor have any classes been canceled due to staffing issues.

**V. Superintendent's Remarks**

Chief Busby, on behalf of Chief Ray, presented the following updates:

- Offered thanks for support of the committee and the Fire Chiefs Association during the dorm and fire station renovations and the Executive Chief Officer Conference.

**VI. State Fire Marshal's Remarks**

Nathan Ellis, on behalf of Chief Jonathan Jones, presented the following updates:

- Offered thanks for the support of the committee and continued partnership with fire departments

**Finance Related**

A. George Stapleton, on behalf of Chief Jones, presented the following updates:

- Compared to a year ago, the Fire Academy increased its revenue by \$19,000.
- Revenue for industrial and EMD is down approximately \$132,000 due to the renovations for the dorm and fire station. Industrial training has increased. There was approximately \$50,000 of industrial training for December 2019. A sizable increase is expected in the spring now that the dorms have reopened.
- Academy expenses are tracking, as expected. Currently, the operating budget is just under 50 percent of what was budgeted for the year. The current cash balance after the dorm and fire station renovations and drill tower repair is \$7,288,709.61. There will be two additional deposits this year. Chief Jones will give a more detailed report on the cash balance at the May meeting.
- Changes made to the Fire Portal's billing screens were implemented in January. There are no issues. Currently, staff is testing multiple invoices payments.

**CPIP Project Updates**

B. George Stapleton, on behalf of Chief Jones, presented the following updates:

- Dorms were at full capacity for the first time since renovations were completed. There were a few minor problems, which were corrected by maintenance staff.
- Fire alarm system in Building Three has to be replaced. Equipment has been ordered.
- Eight boosters will be installed in the dorms to allow guests access to internet and Wi-Fi.
- Audio-visual equipment is being installed in the upstairs classroom in the fire station today.
- All 10 of the fire station doors are being replaced. Fire station floors will either be repaired or replaced. Bathrooms will also be upgraded with new vanities and sinks.
- Tower bricks will be replaced with concrete panels this summer.
- There are three additional capital improvement projects: Re-surfacing the front parking lot and paving the gravel parking lot next to USAR building at \$135,000. Renovation of bathrooms in the cafeteria, Building 4, the training ground, and student processing on site at \$150,000. A request for \$100,000 has been made to replace the HVAC systems that have not been replaced. There are funds set aside for the replacement of the P-TAC units in the dorms.
- Total cost for the capital improvement projects is \$1,120,782.

**VII. Subcommittee Reports - None**

**VIII. Section Reports**

Facilities

Greg Bass provided a facilities update:

- Posted position for landscapers (less than 30 hours)
- Replaced breaker and starter at the main lift station
- Hydro-scrubbed drains in the cafeteria

- Installed new gutters on Building 4 provided by the SC Firefighters' Association.
- Completed 79 of 86 submitted work orders last quarter.
- Granted approval to replace gas pumps

#### Curriculum and Instructional Design

Bonita Watters provided additional curriculum updates:

- 3309 *Introduction to Technical Rescue* is now offered twice monthly and a \$5 fee has been added. Registration is required
- 1123 is the new *Building Construction Awareness* class. It replaces combustible and non-combustible.
- 1124 *Basic Inspections Pre-incident Plans and Fire Safety Surveys* is a new class. An instructor preview and pilot will be scheduled.
- Most of the online course have been moved from Moodle to Blackboard. The remaining classes will be added soon.
- Increased social media activity.

#### Training

Lenny Busby provided a training section update:

- Current recruit school has 20 students.
- Fire Investigation class is March 9-14, 2020. This class is full.
- Gretchen Gambrell is the new Administrative Assistant in Region 2.
- A Fire and Life Safety Educator class will be scheduled this summer
- Enrollment for the CODI series is low and in danger of being canceled. Staff is proceeding with less than the minimum and advertising openings.
- Washington-Dulles Airport has 200 in need of AARF training. To observe our program, they will be sending two students.
- Regional coordinators are now promoting county-wide training.

#### EMS

Julie McCabe provided a training update:

- The EMT course is down from 12 to 11 students due to grades. There are four lecture days left, skills assessments, and the written test is April 29, 2020.
- The first two sessions of the EMT refresher course with City of Columbia are completed. The final course is scheduled for April.
- There have been several requests for EMT and EMR from around the state. Greenwood is planning to host an EMR class working in conjunction with Greenwood EMS. Bluffton Township will be offering their recruits the EMT class at the end of March with more than 20 students enrolled.
- Jasper County, Beaufort Air station, and Burton Fire Station signed the clinical agreement so that students riding in the fire trucks can do assessments without transporting. Currently working with other departments for clinic agreements.
- An EMT class will begin in Bamberg at the end of this month.
- Working on gathering ALS equipment to offer paramedic continuing education courses.
- EMS Symposium is March 4, 2020, in Myrtle Beach.
- The April 4, 2020, instructor workshop is approved for 7.5 CEU's toward national registry certification.
- SC EMS working group meets quarterly to discuss EMS related news. The next meeting is April 15, 2020 at 10 a.m.

### Accreditation

Julie McCabe and Thad Turner provided an update:

- Currently in our accreditation year for IFSAC. Applied for an extension for Pro-Board. We are in an extension period for IFSAC. We have selected dates in December 2020. Policies are currently under review.
- Attended Pro-Board conference
- Streamlining processes for equivalencies and accreditation requests. There is currently a back log of about 70 requests. Chief Cline discussed the length of time it takes to process one request.
- Updates about reciprocity and equivalency procedures are being added to the website.

### Administration

Sherri Bush, Administrative Supervisor, provided an update:

- Charity Weston will start as the new Records Coordinator on March 2, 2020
- Interviews for the Regional Registrar will be held next week

### Marketing

Amy Williamson, Marketing and Special Projects Coordinator, provided an update:

- State Fire Orientation Guide was released via the website last week.
- Executive Chief Officer Conference was a success with 120 in attendance.
- Upgrades to the website and the Fire portal are under way
- Southeastern Haz-Mat school is scheduled for the end of March.
- Fire Escape will be held in April.
- Instructor development Workshop is April 4, 2020 with 110 already enrolled.
- Public Safety Health Symposium is scheduled for the end of May 2020.
- A Fire Officer Boot Camp will be scheduled later this year.

## **IX. OLD BUSINESS**

- None

## **X. NEW BUSINESS**

A. **Fee Revision** presented on behalf of Chief Ray by Bonita Watters:

- The Academy and the Fire Marshal's office are currently reviewing the course fees to determine if they should be increased.

B. **Revisions to the By-Laws**

- Updated copies were distributed to attendees.

## **XI: ANNOUNCEMENTS**

- William Brocious sent an email blast for Leadership Strategies and Risk Reduction to increase enrollment.
- Chief Cline announced the Fire Leadership Program will be held the last week in September in Myrtle Beach.

## **ADJOURNMENT**

William Brocious made a motion to adjourn. Douglas Cline seconded. Motion passed with no discussion. Meeting adjourned at 10:56 a.m.

The next meeting is scheduled for Wednesday, May 13, 2020 in the SC Fire Academy Conference Room.

*Disclaimer: The attached minutes are DRAFT minutes. Whilst every effort has been made to ensure the accuracy of the information, statements and decisions recorded in them, their status will remain that of a draft until such time as they are confirmed as a correct record at the subsequent meeting.*