



Fire School Advisory Board Minutes
Quarterly Meeting: August 14, 2019 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 Chairman Billy Dillon.

Roll call of members:

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

P: Via Phone X: Present A: Absent

VISITORS PRESENT: Julie McCabe, George Stapleton, Amy Williamson, Dwayne Duncan, Mike Norket, Ashley Boltin, Lenny Busby, Doug Spinks, Bonita Watters, Greg Bass, and Sherri Bush

- A. Superintendent Chief Dennis Ray led the Pledge of Allegiance and Invocation
- B. A quorum was present

II. Review of Agenda

Bruce Burding made a motion to approve the agenda. Doug Cline seconded. The motion carried with no discussion.

Approval of Minutes

Justin McClellan made a motion to approve the May 8, 2019, minutes. Doug Cline seconded. The motion carried with no discussion.

III. New Committee Chair Comments

Chief Billy Dillion is the new committee chair. From Florence County, he is the fire chief of the Howe Springs Fire Department. Chairman Dillion was appointed to the position by Charlie King.

IV. Employee Updates

Chief Ray presented the following updates:

- Steven Hinch was hired as the new ARFF Coordinator.
- Michael Watson was hired in maintenance as an electrician.
- Matthew Brown and Lee Berry were hired in maintenance as landscapers.
- Jennifer Jones was hired as a full-time temporary cafeteria employee.
- Tyson Houston was hired in Curriculum as a developer.
- Cheyenne Pace was hired in production a developer.
- The Program Coordinator I position for Special Ops – HazMat & Rescue remains vacant.
- The Program Coordinator I for Recruits remains vacant.

- Michael Regal was promoted to Region 7 Coordinator.
- Doug Spinks accepted a position as an IST Coordinator in the Fire Marshal's Office.
- The Accreditation Coordinator vacancy is posted.

V. Superintendent's Remarks

Chief Ray presented the following updates:

- Region 5 has been divided into two. One half will remain Region 5. The other half is now Region 7. Michael Regal is the coordinator for Region 7.
- SC IAAI training held on site was a success.
- The database is undergoing upgrades and changes concerning finance and automated billing.
- Three upcoming conferences are scheduled onsite: SC Haz-Mat Conference, Executive Chief Officers, and Industrial Firefighting.
- The Fire Rescue Conference was a success.
- SCFA will provide A/V support and have a booth at the Chief's association conference in September.
- SCFA will be working closely with the Instructor's Society to build membership back up in future events
- The new Striker is being used for Safety Stand-by for HART air frames during events in the back
- The Scott air packs and fit test machine provided by the AFG grant are now in service for fit tests for staff. We are currently waiting to see if the AFG to replace turnout gear is awarded to SCFA.

VI. State Fire Marshal's Remarks

Jonathan Jones presented the following updates:

- The IST (Incident Support Team) was created as a result of the after-action review of Hurricane Florence. After working with FEMA, Louisiana, and Tennessee, there was a need to create our own. This team will not replace any regional IMT's, but is an internal management team designed to manage search and rescue resources during a statewide event. This team consists of 26 members, mostly full-time state employees. Additionally, State Fire is creating a County Liaison Program, utilizing Deputies and Regional Coordinators. The counties where the members have been assigned is where they already work or live. Each member has a primary and secondary assignment. We have received positive feedback as well as opportunities not usually available to State Fire. Two employees will be attending FEMA/USAR training in Miami, FL in September.
- George Stapleton was promoted to Program Manager II.

A. Finance Related

- The State Fire budget has been approved, but the line items on what to spend it on will not be finalized until September.
- Total revenue for public training was less than \$700,000. This is down by about \$33,000.
 - Grant funded training increased approximately \$30,000.
 - Industrial training increased almost \$45,000.
 - Thus far, for year end, the Academy netted \$41,250 more than the previous year.
 - We are still collecting revenue for this year.
- In FY19, the Academy spent \$7,499,129.89 out of the operating budget and \$4,440,158 in capital improvement.
- We will "carry over" \$10-\$11 million.

VII. CPIP Project Update

George Stapleton presented the following updates:

- The fire station project is six weeks behind schedule. The new completion date is Dec. 27, 2019. We are \$100,000 under budget on this project.
- The dorm renovation started May 15, 2019. The completion date is Oct. 17, 2019. We are currently on schedule and under budget. An emergency generator was added to the project. The parking lot

in back will be updated. The new HVAC units will help with the humidity. The fire tower project will begin after the fire station and dorm renovations are complete.

- Included in the five-year plan for capital improvement projects are multiple HVAC replacements, replacement of PTAC units in the dorms (as needed), asphalt resurfacing expansion in rear of the site, renovations of bathrooms on site, and repairs of existing burn buildings and flag props.
- The bid to replace administration building carpet will be awarded Sept. 6, 2019, and will be replaced within 30 days.

VIII. Section Reports

Facilities

Greg Bass provided a facilities update:

- Jerry Griggs retired. He was replaced by Michael Watson
- The work request system is being utilized more.
- The ARFF ignitor is being replaced.
- Expect more changes pertaining to landscaping.

Curriculum and Instructional Design

Bonita Watters provided additional curriculum updates:

- Tyson Houston was hired to work on the revisions on the instructor courses.
- The Fire Officer III course is complete. There will be an application and selection process for instructors.
- LMS is going to be phased out as we move to Blackboard at the end of August.

Training

Lenny Busby provided a training section update:

- One recruit left the Recruit program due to a medical issue.
- Region 2 completed a service project at Chester Training center.
- The fire investigation program is the second week of September. Thirty-eight people applied.

EMS

Julie McCabe provided a training update:

- The EMS pass rate is 91 percent. Ten out of 11 students obtained certification.
- There are two EMS instructor vacancies. Working to get the instructors up to EMT instructor level.
- EMT classes will begin at the Academy Sept. 25, 2019 thru May 2020 with 12 students.
- An 8-week EMT class will begin in Jasper County Sept. 23, 2019.
- Received the institution designee NAEMT.
- ROLL course will be held today in Greenwood, SC. Substance abuse mental health is scheduled to audit this class in September.

Accreditation

Doug Spinks, Accreditation Manager, provided an update:

- Doug Cline was hired part-time in accreditation
- Sent more than \$18,000 to the NFA training grant for reimbursement. This grant has ended.
- Chief Jones briefly discussed new measures put in place to evaluate IFSAC pass/fail rates.

Administration

Sherri Bush, Administrative Supervisor, provided an update:

- Administration department was moved under Training

Marketing

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

- Primary focus is to meet our customers
- Currently planning the Executive Chief Officer weekend

IX. OLD BUSINESS

- None

X. NEW BUSINESS

Appointment of new Advisory Chair

Chief Billy Dillon

- Presented former Advisory Committee Chair, Mike Norkett with a plaque for his service to the Committee. Chief Norkett thanked the committee.

XI: ANNOUNCEMENTS

- The SC Firefighters' Association thanked the committee for helping to make the 2019 Fire Rescue Conference a success. The 2020 Fire Rescue Conference is scheduled for June 8-13, 2020, at the Columbia Convention Center.
- The Firefighters' Association quarterly meeting will be at the Fire Academy Oct. 23, 2019.
- The application deadline for the SCFFA Leadership Institute Program is August 31, 2019.
- Accepting applications for instructors to teach at the 2020 Fire Rescue Conference.
- The State Fire Chief's Conference is in September. The instructors have partnered with the Chiefs for specialized training geared toward instructor enhancement. Training officers and instructors are encouraged to register.
- Lenny Busby was promoted to Deputy Superintendent. He will also manage Administrative staff and Instructor Development.

ADJOURNMENT

Joel Rogers made a motion to adjourn. Justin McLellan seconded. Motion passed with no discussion.

Meeting adjourned at 11:10 a.m.

The next meeting is Wednesday, Nov. 13, 2019, in the South Carolina 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.