



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

Public notice of this meeting was properly posted at the South Carolina Fire Academy, 141 Monticello Trail, Columbia, SC 29203 and provided to all requesting persons, organizations, and news media in compliance with Section 30-4-80 of the South Carolina Freedom of Information Act.

In accordance with the Governor’s directives regarding social distancing, the meeting was held via video and teleconference.

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	A	Doug Cline	X	Brian Horton	X	Brad Maness	A	Joel Rogers	X	Sean Gadsen	X	Tommy McDowell	A	Todd Griffin	A
Joshua Jordan	X	Brad Stio	?	Scott McClain	X	Justin McLellan	X	Terry Sheriff	X	Joshua Jordan	X	William Brocious	X		

P: Via Phone X: Present A: Absent

VISITORS PRESENT: Julie McCabe, George Stapleton, Amy Williamson, Lenny Busby, Bonita Watters, Greg Bass, Ashley Boltin, Terrell Brown, 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

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

Approval of Minutes

Justin McClellan made a motion to approve the Feb. 12, 2020, minutes. Doug Cline seconded. The motion carried with no discussion.

III. Committee Co-Chair Comments

Chief Terry Sheriff thanked the former members and everyone for the work that continues during the COVID-19 pandemic - including the ongoing recruit programs around the state.

IV. Employee Updates

Chief Ray, presented the following updates:
Lenny Busby retires Aug. 31, 2020.

V. Superintendent’s Remarks

Chief Ray, presented the following updates:

- Discussed ongoing training during the pandemic as we continue to adjust to accommodate the new requirements to keep everyone safe.
- Hybrid and traditional recruit schools are running simultaneously to make up for the cancelation of the April 2020 recruit program.
- Maintenance staff has been onsite throughout the pandemic preparing the campus to receive students based on COVID-19 regulations.
- Accreditation has been preparing for IFSAC re-certification.
- Regional Office map has been redesigned. Two additional regional coordinators will be hired.

VI. State Fire Marshal's Remarks

Chief Jonathan Jones, presented the following updates:

- In two days, State Fire moved staff to working remotely.
- Mobilized approximately 165 rescuers to respond to the Upstate tornado on April 13, 2020.
- Three HART missions occurred during the last three months.
- Fire Marshal's office has been extensively involved in the Medical Surge Planning.
- Advised the Governor's office on occupancy rates for Assembly Occupancies.

Finance Related

A. Chief Jones, presented the following updates:

- State Fire was awarded an AFG supplemental grant for \$120,000 to purchase facemasks for staff and students. State fire was awarded \$500,000 to replace turnout gear and heart monitors for EMT training and USAR team.
- Applied for a Safer Grant to hire a statewide recruitment and retention coordinator to work for the Academy. The position will coordinate the CTC and high school programs.
- Revenue is down 38 percent due to the pandemic. One Percent was not impacted.
 - One-third of the loss was due to industrial training which equates to approximately \$300,000. Additionally, \$163,000 in \$5 course fees and \$73,000 in EMD grants. Since the One Percent hasn't been impacted, the Academy is able to continue delivering training.
- Will receive the final quarter draw and the .35 money at the end of July. Ended the fiscal year approximately \$500,000 less. We will start the new fiscal year with \$12 million in the bank and will bring in approximately \$10 million in revenue throughout the year. This loss will impact some of the capital improvement projects, but there is no change in operations.
- State legislature passed a "continuing resolution" to authorize us to spend the same amount we were authorized to spend last year. We asked for additional authorization last year. We are awaiting approval for permission for the additional authorization.
- Interim Fire Academy budget of approximately \$6.9 million has been prepared to get us through September. Afterwards, a new budget will be created. If we do not receive the additional authorization, we will tighten the budget.

CPIP Project Updates

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

- Dorm renovation project is complete. This project came in under budget. Excess funds will be transferred over to the Fire Station project.
- Fire station construction is complete. They are currently reviewing the "punch list." Two changes have been requested - repair the louvers that run the ventilation system and resurfacing the floor.
- Drill tower project will go out-to-bid after the contract with the engineer has been signed. Approximated \$726,000 has been budgeted for this project.
- Front entrance parking lot will be re-asphalted. A new parking lot will be installed next to Building 22 (next to USAR building) at a budgeted cost of \$171,000.
- Phase II of replacement of existing HVAC units.
- Renovation of bathrooms in Building 4, the instructor building, the cafeteria, student processing, and the rear restrooms near the FLAG area at a budgeted cost of \$150,000.

VII. Subcommittee Reports - None

VIII. Section Reports

Facilities

Greg Bass provided a facilities update:

- Hired two landscapers (part-time) and Daintwain Schackleford as the new electrician
- Spent \$83,000 on contract work.
- Installed new fuel pumps.
- The maintenance staff acted as security during the pandemic. In addition, to adhere to social distance guidelines, they installed plexiglas on the podiums (and at Kingstree building). Glass partitions have been installed on cafeteria food line and picnic tables.

Curriculum

Bonita Watters provided additional curriculum updates:

- Completed the live instructor led virtual I-300 Intermediate Incident command and 1-400 Advance Incident Command on Collaborate Blackboard. These are being offered on a regular basis.
- Jonah Smith completed three sessions of recorded training.
- A virtual IOW for the 1123 Building Construction Awareness replaced the combustible and non-combustible classes and will be offered soon.
- Moving forward with the firefighter update to E-7 with a plan to update all instructors next summer. We will also change over to NFPA 1001.
- Enrollment in all online classes has increased.
- FLASH will become obsolete. Online classes that use FLASH are being updated to the HTML 5.

Training

Terrell Brown provided a training section update:

- There are 13 students in the Hybrid Recruit class.
- Regional Office staff is back up to business as usual.
- Haz-Mat and Rescue teams are working with staff to update the curriculum.
- Training instructors are learning how to deliver training virtually.
- The PCI AARF coordinator and PCII positions were reposted. Interviews have been completed. An offer was made on the PC II position. Paperwork has been submitted to HR for the PCI position.
- New equipment operator is scheduled to begin Aug. 18, 2020.
- There is a meeting scheduled to discuss the process for recruit graduation.

EMS

Julie McCabe provided a training update:

- Academy offers initial training for EMR and EMT using ASHI, pediatric advanced life support, advanced life support, basic life support, advanced cardiac life support with our NAEMT other trauma related courses. Although we do not have all of the equipment, we can teach other agencies who do.
- The Academy is capable of teaching all certification and recertification levels in South Carolina.
- There are 11 students in the EMT class. Some have tested and passed. Others are waiting to test.
- We currently have five EMT classes scheduled this fall throughout the state.

Accreditation

Julie McCabe provided an update:

- Accreditation interviews will take place in the next couple of weeks.
- Thanked Academy leadership for helping with the policy re-write and application process to IFSAC.
- The IFSAC site visit has not been scheduled.
- Driver Operator series is close to being finalized.

- Bid for the new Accreditation is posted on the State website to replace LXR.
- Applications for reciprocity and accreditation received in June have been assigned. There is approximately a 45-day turn around for each application.
- Thanked Doug Spinks for assisting with the Accreditation tasks while they are short staffed.

Administration

Sherri Bush, Administrative Supervisor, provided an update:

- Charity Weston started as the new Records Coordinator March 2, 2020.
- Ora Staley started as the Regional Registrar in May 2020.
- At least one member of Administration is in the office each day for needed assistance.

Marketing

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

- Purchased a Zoom platform to host large-scale meetings and webinars.
- CTC high school webinar is complete. There were 43 in attendance.
- The Fire Instructor Development Workshop will be held via Zoom with 150 scheduled to attend. Others may view it at a later date, but will not receive Academy credit.
- Public Safety Behavioral Health Symposium will be held in the Denny with a max of 35 people in September. The SC Firefighters' Association will provide lunch.
- We have received 30 proposals for speakers for the Executive Chief's Officer Weekend in 2021.
- Special Operations Conference is scheduled for March 2021. Currently need speakers or instructors to present in the area of special operations.

IX. OLD BUSINESS

- None

X. NEW BUSINESS

A. Presented by Chief Ray

- Before coming on campus, each student is emailed an informed consent waiver. This will help minimize the risk of COVID-19. They also have to answer "no" to a series of questions listed on the board by the guard shack.
- Classroom size limitations has significantly reduced the amount of students allowed in each classroom and in the Denny auditorium.
- Dormitory rooms are only single occupancy.
- The cafeteria is serving only to-go meals.

XI: ANNOUNCEMENTS

- None

ADJOURNMENT

William Brocius made a motion to adjourn. Doug Cline seconded. Motion passed with no discussion. Meeting adjourned at 11:06 a.m.

The next meeting is scheduled for Thursday, Nov. 12, 2020, in the SC Fire Academy Conference Room or via teleconference.

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.