

**Meeting Minutes**  
**Firefighter Mobilization Oversight Committee**  
**Thursday, March 23, 2017, 10 a.m.**  
**141 Monticello Trail, Building 2**  
**Columbia, SC 29203**

**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 10:03 a.m. by Chairman Jones. Tim Murphy, SCEMD, sat in on behalf of Kim Stenson. Jason Pope attended on behalf of Joe Palmer. LLR's director, Emily Farr, was also in attendance and reminded the committee of her open door policy.

**II. Roll call of members**

SC Firefighter Mobilization Committee											
Jonathan Jones	X	Darryl Jones	X	Joe Palmer	A	Bruce Kline	P	Alvin Payne	X	Mick Mayers	X
Kim Stenson	A	Mike Bedenbaugh	X	Phil Jolley	X	Tommy McDowell	P	Harry Tinsley	X	Mark Keel	X

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

**III. Approval of agenda and previous minutes**

Chief Jolley motioned to approve the agenda. Deputy Chief Mayers seconded. Motion carried without discussion.

There was also a motion to approve the November 16, 2016 minutes. Chief Jolley motioned to approve the minutes. Chief Mayers seconded. Motion carried without discussion.

**IV. Old Business**

- Chief Payne requested an explanation of LLR Administrative fees. Director Farr explained the fee amount is based on the prior year's expenses and is derived from the percentage of use, from the ERTF cost center, compared to all of the other cost centers that are managed by LLR. The fee compensates LLR for human resource, procurement, and IT needs.

**V. New Business**

- Budget review: The committee was provided information and historical data. Director Farr explained the budget process to the committee members. No further discussion.
- Employment update: Chief Kerber reports there were three interviews for the Program Manager II position. A candidate has been recommended to Human Resources and hopefully will soon be made an offer. He also stated part-time (temporary) positions will be requested. Chief Payne asked if there

is a plan to hire a full-time Firefighter Mobilization coordinator. Chief Kerber responded his intent is to hire someone with technical rescue experience. Chief Jolley requested the committee have input on the hiring process. Director Farr explained the salary process and hiring range. Chief Kerber complimented Chief King on his work as the interim Firefighter Mobilization coordinator. No further discussion.

- Task Force/ SC Hart update: Chief Kerber indicated he is willing to travel the state and meet with county fire chiefs to promote ERTF. Kerber provided an update regarding the number of USAR team members (67 operational members) and states he continues to review each task force member's file to ensure the proper paperwork is on file. Former members are expressing interest and Kerber indicated he discusses the level of commitment required. There was a discussion regarding the stand alone D4H software which allows the Team to track equipment and personnel's information.

Chief Kline asked what type of FEMA team are we currently – Type I or II? Kerber stated that he felt we had the equipment of a FEMA Type 1 team, but not the personnel by specialty. Kerber shared his vision of having a long term plan. Currently, not a Type I team.

Deputy Chief Mick Mayers stated the Strategic Plan needs to be updated. And Chief Payne stated LLR does not have funds for long term sustainability. He would like to enhance the Type II capability. Chairman Jones suggested a working group be established to address the strategic plan issue. Chief Payne would like for there to be LLR support. Director Farr suggested a Strategic Plan Planning Day, perhaps held at the SEOC. Kerber stated the Quarterly Core Competency training schedule was expanded so more training opportunities are available allowing the State Guard personnel to begin their indoctrination into the Task Force.

- Mobilization Coordinator: Chief King submitted a list of fire departments that responded to the Pinnacle Mountain fire. The fire was a 26 day event involving 61 fire departments, and 402 people. Darryl Jones indicated it was the largest wildfire in the state since 1947. This time, no structures were lost and no one was hurt. Forestry reports nine aircrafts were utilized and firefighters reported for duty from 28 different states. The fire encompassed more than 10,000 acres and there are still "hot spots."

King stated a management database is needed to keep up with resources. It is difficult to follow up using a paper process. Also, radio communications is a concern. The team needs statewide common channels during a large event.

King requested the committee consider a unit citation or challenge coin as recognition to those who assist during a time of need.

Chairman Jones suggested a Palmetto software demonstration at the SEOC. Chief McDowell asked if the D4H software is capable of fulfilling the needs. Chief Mark Keel will research the matter and inform committee members.

- Mobilization Plan committee: In reference to the re-write of the current 2006 Mobilization plan, Tim Murphy indicated Director Stenson stated it is an on-going process and there will be an update at the next meeting.

An updated list of committee member contact information was distributed for corrections.

#### **VI. Next Meeting and Adjournment**

Chairman Jones stated he would prefer if the committee met more often. He asked members to submit suggested dates for a May meeting. Chief Payne motioned to adjourn and Chief Mayer seconded. The meeting adjourned at 12:05 p.m.