

Meeting Minutes
Firefighter Mobilization Oversight Committee
Wednesday, November 16, 2016, 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 10:15 a.m. by Chairman Polk. Major Richard Hunton, SLED, sat in on behalf of Chief Mark Keel. LLR’s new interim director, Emily Farr was also in attendance.

II. Roll call of members

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

P: Via Phone X: Present A: Absent

III. Approval of agenda and previous minutes

Director Stenson motioned to approve the agenda. Chief Payne seconded. Motion carried without discussion.

The committee was reminded the amended minutes from the March 23 meeting were to be approved. Chief Kline motioned to approve the amended minutes. Chief Jolley seconded.

There was also a motion to approve the August 24, 2016 minutes. Chief Kline motioned to approve the minutes. Chief Jolley seconded.

IV. Old Business – None

V. New Business

- Budget review: The committee was provided information. There was a discussion regarding the 1.32 percent administrative charge. Chairman Polk agreed to provide information regarding previous administrative costs charged by the Agency. Chief Palmer asked if funding was available for training. Chairman Polk responded in the affirmative. Chief Palmer asked if the committee decided on a new task, could carry over funding be used. Chairman Polk responded in the affirmative – and reminded the committee it need to be Firefighter Mobilization related. No further discussion.
- Employment update: Chief Kerber reports, to attract more candidates, he has re-written the Program Manager I position description. He reminded the

committee an offer was previously submitted to a candidate. However, the candidate declined. Additionally, the second candidate withdrew his application. No other candidates met the requirements. Chief McDowell asked who the position would report to. Chief Kerber stated the Program Manager I position reports to him. No further discussion.

- Task Force/ SC Hart update: Chief Kerber provided an update regarding the number of USAR team members (59) and states he continues to review each task force member's file to ensure the proper paperwork is on file. To decrease the amount of paperwork, Chief Kerber asked to increase the Memorandum of Understanding (MOU) from one to two years. Chairman Polk stated the current files are out of date. There was a suggestion to submit a list to each fire chief asking for an annual review of those firefighters willing to mobilize. Chief Mayers asked Chief Kerber for a copy of the roster.

Chief Kerber provided an update regarding trucks and boats. Three are outfitted with radios and lights, and three are not. Additionally, an MOU with the State Guard has been signed.

There was a discussion regarding the stand alone D4H software which could allow the Program Manager II to track equipment and allow for tasking orders. Chief Kerber states he needs to find an easier way to mobilize people in a more efficient manner.

Chief Kerber stated members of the Task Force were on site Nov. 16 and 17 working on the discipline specific pods. He states due to the volume of equipment, there needs to be a baseline and he is working on a process to improve the current system. He also recommended an annual inventory inspection.

Chief Kerber shared there will be a two week training exercise and the end of January 2017 in Mississippi. He is assisting with the planning. No further discussion.

- Mobilization coordinator: Chief King was unavailable, by phone, for the report. He later stated, upon return to the conference call, he has submitted a written report. He also provided an update regarding the current Pinnacle Mountain fire.
- Mobilization Plan committee: During the last meeting, Chairman Polk asked the committee to consider revisiting the plan and suggested setting up an ad hoc committee. At that time, there was a discussion regarding annually reviewing the plan. Chief McDowell, Chief Palmer, and Director Stenson supported the committee idea. Director Stenson stated the committee met September 19, 2016. There were no recommendations. However, the insurance policy needs to be included and the text revised. The

subcommittee is making progress and should be finalized by the subcommittee before the next full committee meeting. Director Stenson stated the statewide mutual aid agreement was recently updated and submitted for new signatures. Director Stenson reminded the committee during an emergency, Firefighter Mobilization reports to ESF 4 and 9.

- Mobilization activation requirements and procedures: Chief Payne asked if Chairman Polk denied any recent mobilization requests. Chairman Polk reminded the committee questions asked during a request are for clarification.

Chief Mayers asked, “Who is empowered to deny mobilization requests?” Chairman Polk responded - with the individual fire chief. There was a discussion regarding recent mobilization events. Chairman Polk stated questions asked during a request are for clarification and are talking points for transparency.

Interim Director Farr reminded the committee to work together and SEOC training can be scheduled to provide the members with better working knowledge of what occurs at the SEOC during an emergency.

Chief Kline asked about a delayed request by Conway during Hurricane Matthew. Chairman Polk indicated he would research the concern. No further discussion.

- Guidelines for State Fire Duty Officer: Chairman Polk stated on November 9, Chief Kerber sent a form to regional coordinators for verification of contact information. It is an internal form modified to include contact information. No further discussion.

VI. Next Meeting and Adjournment

Chairman Polk stated the next meeting will be held in mid-to late January (or at the call of the chair). Chief Payne motioned to adjourn and Chief Kline seconded. The meeting adjourned at 1:39 p.m.