



# South Carolina Volunteer Strategic Assistance Fire Equipment Program

## V-SAFE Panel Meeting Minutes Dec. 13, 2021 at 2 p.m. Virtual Meeting

Public notice of this meeting was properly posted at the South Carolina State Fire, 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 order to provide the opportunity for social distancing, the meeting was held via video and teleconference. Members of the public wanting to attend emailed [susan.duncan@llr.sc.gov](mailto:susan.duncan@llr.sc.gov) for login instructions.

NOTE: These minutes are a record of the motions, official actions taken by the Panel, and a brief summary of the meeting.

### I. Call to Order and Welcome: Chairman James Caggiano

The meeting was posted and advertised pursuant to all South Carolina laws, rules, and regulations. Chairman Caggiano called the meeting to order at 2:03 p.m.

### II. Roll Call of Members

The following panel members were present (see below) and a quorum was established. Additionally, LLR employees Susan Duncan and George Stapleton were present.

V-SAFE Panel Members									
Jonathan Jones	V	James Caggiano	V	Barry McRoy	V	Tony Dicks	A	Tommy Keaton	V
Bill Dunlap	P	Steve Arsenault	V	Randy Swinton	V	Glenn Poole	A	Thomas Rivers	A

P: Phone V: Virtual A: Absent

### III. Approval of Agenda and Minutes

Chief Barry McRoy made a motion to approve the Dec. 13, 2021 agenda. Chief Steve Arsenault seconded. Motion carried unanimously without discussion.

Chief Barry McRoy made a motion to approve the April 7, 2021 minutes. Chief Tommy Keaton seconded. Motion carried unanimously without discussion.

Chief Tommy Keaton made a motion to approve the April 21, 2021 minutes. Chief Barry McRoy seconded. Motion carried unanimously without discussion.

### IV. Update and Funding Consideration

Susan Duncan shared an update regarding the 2019 and 2020 grant cycles.

For the 2019 cycle, staff is waiting on one final report from South Chester Fire Department. Staff has contacted department personnel requesting the report.

For the 2020 cycle, 13 reports are missing that were due at the end of October 2021. Staff has contacted department personnel via email requesting the reports.

Chief Joe Gaines, Red Oak Fire Department, recently passed away. Staff will work with his family to get the required reports.

Chief Jonathan Jones reminded the Panel that desk audits of previous grant recipients would take place in the near future.

Chief Jones stated the current V-SAFE balance as of end of October 2021 is \$1,023,640. As of March 30, 2022, the amount available will increase to \$2,667,379. As a result, with an average request amount of \$27,000, about 74 fire departments (if requested and eligible) will receive funding in 2022.

**V. Old Business**

None

**VI. New Business**

Chief Jones informed the Panel about 166 fire departments are eligible this cycle. Of that amount, 114 eligible fire departments have never applied for funding.

The quarterly deposit is now approximately \$516,000 - a \$40,000 increase from last year.

Chief Jones shared two possible application opening dates.

A motion was made by Chief Barry McRoy to open the grant application process Jan. 10, 2022, and close it Feb. 11, 2021, at 11:59 p.m. Chief Bill Dunlap seconded. The motion carried unanimously without discussion.

The review and scoring of applications will take place by Feb. 21 through April 1. This allows for six weeks of scoring. Awarding of funds will begin after April 15, 2022.

Susan Duncan shared a "Pre-Application Checklist" that was created by staff to assist department personnel in preparing their applications. This provides departments an extra three weeks to compile and update necessary information and draft responses to the major application questions. The checklist is to be posted on the website and forwarded to the eligible 166 fire departments.

Susan Duncan shared that equipment vendors continue to be also educated about the V-SAFE program.

Staff was requested to share a copy of the eligible list of 166 (listed by county) with Panel members.

**VII. Adjournment**

A motion was made by Chief Barry McRoy to adjourn the meeting. Chief Tommy Keaton seconded. The next meeting was not scheduled and is at the call of the chair. The motion carried unanimously without discussion.

The meeting adjourned at 2:31 p.m.