South Carolina
Volunteer Strategic Assistance Fire Equipment Program

Meeting Minutes
Thursday, Jan. 18, 2018 at 1 p.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 1 p.m. by Chairman Minick. All panel members were present (see below). Also in attendance were LLR employees Mary League, Abigail Stevens, Li Ke, and Susan Duncan. A quorum was present.

II. Roll Call of Members

V-SAFE Committee Members									
Jonathan Jones	X	Kyle Minick	X	Barry McRoy	X	Aubrey Atkinson	A	Tommy Keaton	X
Bill Dunlap	P	Steve Arsenault	P	Randy Swinton	X	Glenn Poole	X		

X: Present A: Absent P: Via Phone

III. Approval of Oct. 3 and Nov. 17, 2017, draft minutes

Draft minutes were reviewed by panel members. A motion was made by Chief McRoy to approve Oct. 3 and Nov. 17 minutes at one time. Chief Swinton seconded. The vote was unanimous. There was no discussion.

IV. Acceptance of Submissions

Chief Jones provided an update of the V-SAFE grant submissions. Panel members were informed that during the application submission period, applicants asked for access to edit a submitted application. As a result, if an application was edited, it had to be resubmitted. It was discovered 10 applicants (who remained anonymous) did not "resubmit" their applications. Additionally, online instructions did not inform the user that an edited application had to be "resubmitted."

A motion was made by Chief Poole to accept the 10 previously submitted applications. Chief Swinton seconded. The vote was unanimous. There was no discussion.

V. Online grant application scoring demonstration and approval

Chief Jones explained a financial needs formula could be created and accepted by the panel. He suggested dividing the annual budget by the population served and assigning it a score from 1 to 10, with the higher per capita budgets receiving lower scores. Additionally, the total budget could be assigned a score from 1 to 10, with the higher budgets receiving lower scores. These scores would be added together to get a cumulative financial need score, and then divided by two, to keep it based on a 0 to 10 scale. As a result of the formula, a score could be automatically applied to the scoring sheet question pertaining to the department's financial need.

Chief Minick stated the formula created by Chief Jones makes the submission process more equitable and fair. A motion was made by Chief Swinton to make it part of the scoring sheet. Chief Dunlap seconded. The vote was unanimous. There was no discussion.

Chief Jones suggested editing the scoring sheet to provide guidance statements and a mandatory comment field. Chief Swinton suggested also reordering the questions and switch questions #5 and #6. A motion was made by Chief Swinton to accept the three changes. Chief Poole seconded. The vote was unanimous. There was no discussion.

Chief Jones explained that while attempting to create a formula, he discovered two applicants' inserted comments in the "population served" numerical field and there was a typo in one annual (monetary) budget field. As a result, those three applicants must be called by State Fire staff to clarify their submissions.

Chief Jones also reminded the panel of the Region 3 panel vacancy. Mary League, LLR advice attorney, stated if the Panel was comfortable with scoring the applications while there is still a vacancy, there is nothing prohibiting them from doing so.

Chief Jones stated one application received two letters of support from South Carolina legislators.

Chief Jones asked the Panel to consider partial funding requests.

Due to the number of applications (210), Chief Jones suggested the Panel should have four weeks to score the submissions.

Chief McRoy made a motion to allow Staff to contact the three applicants and clarify their submissions and insert a mandatory full/partial funding preference response. Chief Swinton seconded. The vote was unanimous. There was no discussion.

VI.   **Next Meeting and Adjournment**
Chief Minick stated the next meeting is Friday, Feb. 23, 2018, at 10 a.m.

Chief Swinton motioned to adjourn. Chief McRoy seconded. The vote was unanimous with no discussion.

The meeting adjourned at 1:51 p.m.