

**Meeting Minutes**  
**V-SAFE**  
**Tuesday, October 3, 2017 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. He apologized for the delay of the previously scheduled meeting due to Hurricane Irma. All panel members were present (see below). Also in attendance were LLR employees Mary League, George Stapleton, Abigail Stevens, Li Ke, Rebecca Leach, and Susan Duncan.

**II. Roll Call of Members**

V-SAFE Committee Members									
<b>Jonathan Jones</b>	<b>X</b>	<b>Kyle Minick</b>	<b>X</b>	<b>Barry McCroy</b>	<b>X</b>	<b>Aubrey Atkinson</b>	<b>X</b>	<b>Tommy Keaton</b>	<b>X</b>
<b>Bill Dunlap</b>	<b>X</b>	<b>Steve Arsenault</b>	<b>X</b>	<b>Dennis Ray</b>	<b>X</b>	<b>Randy Swinton</b>	<b>X</b>	<b>Glenn Poole</b>	<b>X</b>

*X: Present A: Absent*

**III. Program Overview: Jonathan Jones, State Fire Marshal**

Chief Jones provided an overview of V-SAFE funding by the S.C legislature and explained the four criteria a department must meet in order to obtain funding. He explained each application will be judged on its own merits. He also discussed the grant (post award) reporting process.

Based on recommendations from the discussions about the online submission process and application, Chairman Minick asked for a motion to approve the online submission process; to edit the paper application to strike question five on page two and add the AFG code language; and to strike “may,” on page five (under Submission and Certification), and insert “shall.” Chief Atkinson motioned to approve and Chief Dunlap seconded. Motion carried without discussion.

Mary League, LLR advice attorney, asked for the panel to allow staff to make any technical/scriveners edits. Chief Keaton motioned to approve. Chief McCroy seconded. Motion carried without discussion.

Chief Jones discussed advertising the grant process two weeks prior to opening the grant process. Suggested grant dates include allowing submissions starting Nov. 1, 2017, and closing it Nov. 30, 2017 (postmarked on or before). Applications would be reviewed in December 2017 and grant funding awarded in January 2018. Chief Swinton motioned to approve. Chief Atkinson seconded. Motion carried without discussion.

Mary League stated she checked with the S.C. Ethics Commission. Panel members who submit a grant application for their fire department do not have to recuse themselves from scoring it as there is no financial benefit to the fire chief or his family.

A motion was made to approve the panel application scoring sheet. Chief Poole motioned to approve. Chief Swinton seconded. Motion carried without discussion.

**IV. Application Overview: Susan Duncan, State Fire**

Susan Duncan provided an overview of the online and paper application.

**V. Next Meeting and Adjournment**

Chief Minick stated the next meeting is at the call of the chair. Chief Atkinson motioned to adjourn and Chief Swinton seconded. The meeting adjourned at 2:30 p.m.