



South Carolina Volunteer Strategic Assistance Fire Equipment Program

V-SAFE Panel Meeting Minutes December 17, 2019 at 1:30 p.m. Conference Call

I. Call to Order and Welcome: Acting Chairman Jonathan Jones

The meeting was posted and advertised pursuant to all South Carolina laws, rules, and regulations. Since Chairman King was not present, Acting Chairman Jones called the meeting to order.

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

II. Introduction and Roll Call of Members

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

P: Via Phone X: Present A: Absent

III. Approval of Previous Minutes (July 31, 2019) and Agenda

Glenn Poole made a motion to approve the agenda. Bill Dunlap seconded. The motion carried unanimously without discussion.

Tony Dicks made a motion to approve the July 31, 2019, meeting minutes. Glenn Poole seconded. The motion carried unanimously without discussion.

IV. 2018 Grant Recipients Update

a. Lower Lake Greenwood Grant Amendment Request

Susan Duncan shared an update regarding the 2018 grant recipients. Lower Lake Greenwood is returning \$335.26. The total returned amount \$4750.34. She also shared a list of pertinent comments from each submitted final report.

V. 2019 Grant Recipients Update

Chief Jonathan Jones stated checks were mailed (at or around Sept. 19) to 50 departments. The departments can start submitting reports via the Fire Portal (six month, amendment request, or final).

VI. Old Business

None

VII. New Business

a. Administration of Future Amendment Request

Chief Jonathan Jones discussed the peer review panel allowing State Fire the authority to consider amendment requests - even though state law does not require the Panel to meet and consider the amendments.

Barry McRoy stated it would be more effective to allow State Fire to consider each request. As a reminder, Chief Jones explained the grant amendment process to Panel members. Susan Duncan stated a list of submitted amendments can be provided to the Panel.

Barry McRoy made a motion to allow State Fire the ability to consider amendment requests. Glenn Poole seconded. The motion carried unanimously without discussion.

b. Grant Writing Workshop

Chief Jones stated a grant writing workshop will be held during the Fire Service Improvement Conference in January 2020. The plan is to take "lessons learned" and provide submission tips to grant writers (scoring criteria, etc.). He will also conduct a workshop during the June Fire Rescue Conference and regional meetings.

Chief McRoy suggested grant writers should elaborate and explain why rescue tools are needed (i.e. because of call volume). Chief Dicks suggested writers include what the department is currently doing to handle specific situations.

Chief Jones stated he will explain, with examples, how a writer should articulate cost benefit analysis along with additional best practice tips.

Chief Dicks suggested writers explain how the department's money is currently being spent.

Chief Jones suggested adding to the 2020 application "Other funds received," along with an explanation of that funding.

Chief McRoy suggested adding frequently asked questions to the Portal.

Chief Jones invited Panel members to attend any workshop.

Chief Jones stated Representative White introduced House Bill 4788. He explained the legislation. It increases the allowed funding award in FY2021 from \$30,000 to \$40,000. Among other items, it changes the eligibility from "volunteer and combination" departments to "chartered" fire departments. However, fire departments do not receive a "charter" from the State Fire Marshal's office. The SC Firefighters' Association will work with Rep. White to correct and amend specific language.

Chief Jones asked the Panel to consider the number of audits. The validity of the information on the application will also be reviewed. He stated George Stapleton has worked with audits in the past and is available to conduct V-SAFE audits and present a report.

Chief McRoy made a motion to audit 10 percent of grant recipients - along with any panel members whose department received grant funding. Chief Poole seconded. The motion carried unanimously without discussion.

Chief Jones stated he will consult with George Stapleton to create a desk manual of audit procedures. Audits will be conducted in the spring of 2020. He asked the Panel to provide input and approve audit procedures during an upcoming meeting.

VIII. Next Meeting and Adjournment

A motion was made by Glenn Poole to adjourn the meeting. Bill Dunlap seconded. The motion carried unanimously without discussion. The next meeting was not scheduled and is at the call of the chair – perhaps the end of February or early March 2020. The meeting adjourned at 2:33 p.m.