

**South Carolina Fire Academy  
Advisory Committee Quarterly Meeting  
Meeting Minutes – June 4, 2014**

**Members Present:** Jim Still, Scott Loftis, Bruce Burding, Skip Hannon, Brian Horton, Mike Norket, Shannon Tanner

**Members Absent:** Barry Davis, Phillip Delk, Joel Rogers, Laurie Rose, Alan Sistare, Diane Woods

**Alternates Present:** Brian Moon, John Robinson

**Non-Voting Members Present:** Shane Ray

**Visitors Present:** Phillip Russell, Tammy Rowe, Rick Dunn, Lenny Busby, Amy Williamson, Brent Turner, Cecil Anderson

Chairman Still called the meeting to order. Chairman Still was advised that a quorum was present.

Chairman Still asked everyone to recite the Pledge of Allegiance and Phillip Russell gave an invocation.

Chairman Still asked for motion to approve the March minutes. Motion made by Skip Hannon and Mike Norket seconded. Minutes approved.

Chairman Still asked for the organization reports to be presented to the committee.

1. State Fire Marshal – Shane Ray
  - a. Currently working on budget. 1% is up and the budget is good.
  - b. Richele Taylor is the new Deputy of Administration of LLR.
  - c. 5 full time positions are opened at the Academy.
  - d. 4 full time positions are opened at the Fire Marshal Office.
  - e. Bert Polk will start on July 14 as Assistant State Fire Marshal over Codes and Prevention.
  - f. No new State Fire Marshal appointed at this time.
  
2. Superintendent – Shane Ray
  - a. Fire Academy funding is up, programs are up and online training is up.
  - b. The next Superintendent will need to reevaluate fees in conjunction with a Training Needs Assessment.
  - c. Put more money in training and training closer to departments. Whole reason for restructuring of regions.
  - d. Hosted 7 National Programs and 4 International Programs.
  - e. Chairman Still asked committee if they had comments about the New Region Alignment. All had positive comments.
  - f. Chief Ray thanked everyone who has endured all the changes and supported him over his years of service.

#### Resident Training – Lenny Busby

- g. Resident Training report was distributed and discussed.
- h. Chairman Still asked if plans are in place to approved Fire 101 programs. Phillip stated that the regions know what facilities are out there and what can be done. Regions will be putting together a list from E6 updates of equipment that is needed in departments.
- i. Chairman Still thanked everyone for their support at the conference.

#### Regional Training – Phillip Russell

- a. Presented and discussed report to include regional training, dorms and cafeteria.
- b. Thanked everyone for their assistance with Spartanburg Burns.
- c. Autism for First Responder seminar will be held at the Academy on June 17.
- d. Shane reported \$600,000 from training to cover cafeteria.
- e. Chairman Still reported he has comments that the cafeteria is closing. Phillip replied, no it is not. Currently have one full-time employee and one temporary employee working through temp service. Have been contracting with Lizard Thicket to provide weekend meals with low attendance.
- f. Chairman Still asked what it would require to increase cost by \$1.00. Phillip replied stated not to increase cost but portion control should still be monitored.
- g. Working on electronic billing process.
- h. Brian Horton asked who to call when having problems with Portal. Chief Ray replied to call Susan Duncan.
- i. Chief Ray reported the new hot water heater is up and running in the dorms.
- j. Chief Ray reported we are still waiting on the HVAC for the Old Fire Station.

#### Instructional Design - Rick Dunn

- k. Presented and discussed section report.
- l. Will need to include training for new test proctors.
- m. Target date to have information sent out is June 8<sup>th</sup> for Reaccreditation.
- n. Looking at October/November to become Pro-board Certified.
- o. LXR training will be held in Charleston in October. This is a training class for creating and managing data item banks, creating tests, scoring and updating test banks and report writing.
- p. Fire Chief 101 went live May 31.
- q. Currently have 38 media kits with Windows XP operating system. Twenty currently being replaced and 28 after July. Process is being established for an annual update.
- r. Moving forward with process of live streaming in the Denny.

### **Old Business**

None at this time.

### **New Business**

SCFA Regional Restructuring - Bruce Burding made a motion to accept the memo dated April 16 from Chief with the Regional Restructuring changes. Mike Norket seconded. Motion passed. These changes will take effect July 1.

### **Announcements**

North Charleston is looking for a Training Chief.

Chairman Still thanked Chief Ray for his 3 years of service.

The next scheduled meeting is Wednesday, August 13 at 10am.

### **Adjourn**

With no other business the meeting was adjourned with motion made by Skip Hannon and seconded Shannon Tanner.

Respectively submitted,

Tammy Rowe  
Recording Secretary