

Fire School Advisory Board Minutes
Quarterly Meeting: August 9, 2017 10:00 am



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 10:01 a.m. by Chairman Norket.

Roll call of members:

| SC Fire School Advisory Board | | | | | | | | | | | | | | | |
|-------------------------------|---|---------------|---|--------------|---|-----------------|---|---------------|---|----------------|---|--------------|---|----------------|---|
| Jonathan Jones | X | Mike Benoir | X | Brian Horton | X | Brad Maness | X | Joel Rogers | x | Shannon Tanner | X | Bill Stewart | X | Tommy McDowell | A |
| Mike Norket | X | Bruce Burding | X | David Laird | X | Justin McLellan | x | Terry Sheriff | A | Diane Woods | X | Barry Davis | A | | |

P: Via Phone X: Present A: Absent

VISITORS PRESENT: Lenny Busby, Bonita Watters, Marquis Solomon, Farrar Stewart, Eric Adams, Amy Williamson, Dennis Ray, Ashley Boltin, Curtis Jermstad, Susan Duncan, and Sherri Bush

- A. Shannon Tanner led the Pledge of Allegiance and invocation.
- B. Mike Benoir made a motion to approve the February 2017 minutes. Bruce Burding seconded. Motion carried unanimously, without discussion.
- C. Justin McLellan made a motion to approve the May 2017 minutes. Mike Benoir seconded. Motion carried unanimously, without discussion.

II. Review of Agenda

III. Introductions

Chairman Norket requested attendees sign in, provide an updated email address, and an introduction.

IV. Subcommittee assignments

- A. Finance subcommittee assignment include: Joel Rogers w/ B&CB
- B. Facilities subcommittee assignments include David Laird, Bruce Burding, and Lenny Busby
- C. Curriculum subcommittee assignments include Terry Sheriff, Shannon Tanner, Mike Benoir, and Diane Woods

V. Employee Updates

Jonathan Jones stated the following updates:

- A. Finance/Procurement Operations-George Stapleton begins as Procurement Manager Sept. 18, 2017. This new position will streamline the procurement process.
- B. Superintendent- Phillip Russell, Acting Superintendent, retired. Discussed the decision to manage by committee in place of appointing an interim superintendent. Application position period closed July 6, 2017. Currently reviewing qualified applications and assembling an interview panel. Additionally, hiring a full-time employee for marketing. Reclassifying the Facilities Manager

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position from Engineer to Building and Grounds Manager. The Fire Marshal's office is fully staffed. The Fire Academy will be fully staffed this year.

C. Part-time instructors

Instructor compensation and class review, instructor classifications. All instructors on payroll will receive a letter soon informing of their individual classifications. Travel compensation for regional and resident instructors. Class E Drivers license discussion regarding the progress made with SC DMV on procedures for permit and license testing.

VI. Section Reports

A. Training

Lenny Busby provided a training update:

Resident Training:

- Recruit program started Aug. 14 with 21 students
- Potash Corporation Competition to be held onsite in September
- 811 will hold a Mock Line Strike onsite October 25, 2017

Regional Training

- Added several CTC classes across the state
- Continuing with the Weed & Feed IOW classes in an effort to combat instructor shortage
- Received permission to hire 20 new instructors. They are listed as a Fire Safety Officer II.

B. Facilities

Lenny Busby stated maintenance requests have decreased. They are in process of repacking the tree stump hole (dam area). The dormitory fire alarm system is malfunctioning due to excessive moisture (working normally last 8 days). In an effort to control the moisture and minimize mold growth, dehumidifiers were purchased and dorm room temps was set at 74 degrees. All of the scheduled HVAC replacement units have been installed with the exception of classroom 102 which should be completed by next week. The next round of bids will begin after completion of 102. The brick on the tower has to be replaced. A recommendation was made to replace the brick with pre-cast concrete slabs. The sewer project is ongoing.

C. Accreditation

Doug Spinks, Accreditation Manager, shared the IFSAC pass rate (see report). He also

- Discussed results of comparison survey of other IFSAC accredited bodies.
- Discussed Pro Board, equivalency, reciprocity and pre-employment requests
- 3213 Basic Fire Investigations will be submitted to IFSAC and Pro Board for accreditation
- There is currently \$11,547.00 available on the 2016-2017 NFA Grant. It will run through Sept. 30, 2017. An application has been submitted for the FY2017-2018 NFA Grant.
- Researching replacement testing software
- 472/1072 Haz-Mat standards have been released by Pro Board. We have received no information from IFSAC at this time.
- CTC testing timeframe after graduation was put into a memo and emailed to committee members.

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D. EMS

Tim Wojcik stated the EMS working group is made up of members from Firefighters' Association, EMS Association, EMS Training Group and Medical Control Physician, and Private Ambulance Service providers (and others). A meeting was recently held and they are moving forward with several projects including building EMS instructor curriculum. He is meeting with various fire departments to help them meet their goals of having in house EMT instructors and addressing the shortage of EMT instructors statewide. The vacant Program Coordinator position has been posted. There are no EMS classes currently offered in the state. The process of enrollment is more stringent due to DHEC requirements. Chief Jones would like to see the EMT class being added to the recruit program in the future.

E. Instructional Design

Bonita Watters, Curriculum & Production Manager, provided the following information:

Curriculum

- The second 2103 Fire Office III starts in September
 - The existing HazMat 472 standard has to be updated to the 1072 standard within two years. The pilot will start with the January recruit school and continue through the spring. The 2018 July-December catalog will feature the updated class.
 - The Truck Operations and Building Construction (combustible and non-combustible) classes are being revised.
 - The 1139 Rescue the Rescuer has been updated and changed to Firefighter Survival and the 1140 Rapid Intervention Crew has been changed to Rescuing Our Own. Pilots begin in the fall for 1140. The instructor updates will not be completed until January-February 2018. No 1140 will be offered until March 1, 2018.
 - Although NFA State Weekend enrollment was low (due to the new federal ID requirements), it was successful with 52 participants.
 - The new Pipeline Awareness class is completed and awaiting production. The old one has been archived.
 - The 1225 Fire Department Pumper Testing is completed and will go into production soon.
- Production
- Online training is gradually transitioning from Learning Management System Moodle to Blackboard
 - Print Shop printer leases are soon expiring. Working closely with LLR for a solution
 - Social media (Facebook)-New page likes are consistent despite not having any new videos posted in July
 - New State Fire Landing page launched
 - In process of doing a website cleanup. Will be completed in six months.
 - 3213 Fire Investigation class starts Aug. 14. To enhance the class, more activities and pictures were added.
 - Due to the eclipse, classes will not be held Aug. 21, 2017

F. Hospitality

Curtis Jermstad stated the cafeteria staff served more than 27,000 meals last fiscal year and the menu has been changed from a three week to a four week cycle. The cafeteria is currently

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undergoing minor beautification changes. The dormitory turned 4300 rooms with 5798 students. The retail store added a new line of shirts, hats and souvenir items and had \$49,143 in sales.

G. Administration

Sherri Bush, Administration Supervisor, stated the administration course package totals are typical for the year. A course cancelation function has been added to the Fire Portal.

VII. OLD BUSINESS

A. CPIP

Jonathan Jones stated an updated CPIP was submitted in July. This plan detailed repairs and improvements to be completed during the next two years including fire hydrant repair, heat repair to the burn building, renovating the bathrooms between the classrooms, the Denny auditorium, the ARFF props, purchasing a generator, paving the gravel parking lot at the fire station, etc.

B. Fire Scene Update

Bonita Waters stated Fire Scene is now on the website and available for electronic registration. An electronic blast was sent out via various social media outlets. Brochures were handed out to attendees. Event is Sept. 16-17, 2017.

C. Boy Scout Camperee

Jonathan Jones stated the Boy Scout Camperee is onsite the weekend of Nov. 3-5, 2017.

D. Open Enrollment Policy Update

Jonathan Jones stated the Open enrollment policy is being revised.

E. CTC Program Update

The course packages and registration form for the CTC programs have been revised and will be implemented during the 17-18 school year. Also discussed end of course testing and pass/fail rates for this program. The Articulation Agreement was approved and posted on the Fire Academy and the State Tech Systems websites.

VIII. NEW BUSINESS

A. Electronic Student Cancellations

Jonathan Jones stated an online course cancelation feature has been added to the Fire Portal. Discussed who should have access to this feature - the student and the chief or only the chief. A motion was made that we send a notification to the fire chiefs and do a backup for the cancel button. Motion made by Mike Benior and seconded by David Laird all in favor, none opposed.

B. Low Enrollment Course Options

Jonathan Jones discussed the issue with low enrollment and meeting the needs for the firefighter. He suggested a committee be put in place to create a policy for course buy-outs and low enrollment. Discussed paid verses non-paid instructors.

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IX. ANNOUNCEMENTS

The S.C. Firefighters' Association announced the following:

- Leadership Institute application period closes Aug. 31, 2017
- Accepting applications to teach at 2018 Rescue conference. Deadline is Sept. 30, 2017.
- Presenting the Fall Quarterly Training and Business Meeting Wednesday, Oct. 11, 2017 at South Carolina Fire Academy
- Hosting of the Fire Service Improvement Conference January 19-21, 2018.
- Life Safety Education is hosting the 2nd annual Fire Prevention Kick-off Sept. 15-17, 2017 at Hickory Knob Resort Park

The 3rd Quarterly Training for Arson is being held in Rock Hill Aug. 31, 2017. The SC/NC Joint Conference is being held in October in Myrtle Beach.

The next meeting is Nov. 8, 2017 at 10:00 am in the SCFA Conference Room A.

X. Adjournment

Mike Norket made a motion to adjourn the meeting. Lenny Busby seconded. Motion carried unanimously and the meeting was adjourned at 1 p.m.

Disclaimer: The attached minutes are DRAFT minutes. Whilst every effort has been made to ensure the accuracy of the information, statements and decisions recorded in them, their status will remain that of a draft until such time as they are confirmed as a correct record at the subsequent meeting.

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