

**South Carolina Fire Academy  
Advisory Committee Meeting  
January 9, 2008**

**Order of Business**

- 1. Call to Order – Chairman – 1 p.m.**
- 2. Approval of minutes from October meeting**
- 3. Review of the Plan for a Firefighter Training and Standards Council**
- 4. Organization Reports**
  - a. SC State Firefighters' Association – Training & Education Committee**
  - b. SC Fire Chief's Association**
  - c. SC Fire Marshal's Association**
  - d. SC Society of Fire Service Instructors**
  - e. Professional Firefighters Association**
  - f. SC Chapter, International Association of Arson Investigators**
  - g. Industrial Fire Protection**
  - h. Higher Education**
  - i. SC Public Education Association**
- 5. Standing Committee Reports**
  - a. Curriculum Committee**
  - b. Facilities Committee**
  - c. Financial Committee**
- 6. Superintendent's Report**
- 7. Unfinished Business**
- 8. New Business**
- 9. Adjourn**

***The next scheduled quarterly meeting will be April 9, 2008 at 10 a.m.***

**South Carolina Fire Academy  
Advisory Committee Quarterly Meeting  
Meeting Minutes – Oct. 10, 2007**

**Members Present:** Jonathan Jones, Lavarn Lucas, Jeff Allen, Phil Elliott, Dixon Odom, Karl Ristow, Alan Sistare, Bill Strueber, Eddie Turner, Mike Wirt, Jackie Yates, Fred Brandt

**Members Absent:** Michael Cosola, Art Sattler, Jim Still

**Alternates Present:** Skip Hannon,

**Non-Voting Members Present:** John Reich and Ed Roper

**Visitors Present:** Phillip Russell, Cindy Brazell and Russ Friar

Chairman Jones called the meeting to order. Ed Roper advised that a quorum was present.

Chairman Jones asked for a motion to approve the minutes from the August meeting. Karl Ristow made a motion, Jeff Allen second. Discussion: none. All in favor of accepting the minutes. None opposed. The motion passed.

Chairman Jones asked for reports from the different associations:

SC Firefighters Association – Jonathan Jones

Jones talked with chairing committee to develop legislation as related to training and education. Jones also noted that Jim Bowie has resigned as Director of the Firefighters Association.

SC Fire Chiefs Association – Alan Sistare

Announced that their annual meeting would be later this month.

SC Fire Marshal Association – Phil Elliott

Fall conference will be Nov. 7,8,9.

Public Education Association – Jackie Yates

Conference was in Sept. Many states represented. Offered thanks to the SCFA staff for help with registration process and facility usage.

Industrial Representative – Mike Wirt

2-day conference Oct. 9-10. Association meeting on Oct. 18.

Professional Firefighters – Fred Brandt

Letter from Mike Parrotta, President of SC Union, announcing Fred as the new primary representative for their association. Brandt announced annual meeting Oct. 12 – 13 in N. Charleston.

SC Arson Association – Jeff Allen

Annual conference will start Oct. 22 in Myrtle Beach. Brian Horton will be the new president starting in Jan.

Higher Education – Karl Ristow

Announced the leadership academy with law enforcement has been put on hold.  
The executive fire officer program will require a 4 yr degree effective Oct. 1, 2009 in order to be accepted.

We need to find a way to let people know what the executive fire officer program is and how to obtain. Maybe create a brochure to be handed out at the Chief Fire Officer seminar, etc.

SC Society of Fire Service Instructors – Skip Hannon  
Annual conference will be Feb. 8-10, 2008 at SCFA.

### **Standing committee reports**

#### Curriculum – Jonathan Jones

This committee has not met yet. Defer to Russ Friar's update.

#### Facilities – no representative

This committee has not met yet.

#### Finance – Dixon Odom

Odom handed a spreadsheet with graphics of review sources.

#### Superintendent's Report – Ed Roper

Roper handed out and reviewed the SCFA finance report.

#### Resident Training – Phillip Russell

Russell presented and reviewed Resident Training Report. Russell noted that we have processed 105 ARFF students since the new ARFF prop start up in August. We are expecting 70 more students during Oct.

#### Curriculum Report – Russ Friar

Friar presented and reviewed the Curriculum Report.

Friar announced that Ray Hoshall has been hired for the new Fire Marshal training coordinator. This is a position that is funded by the SCFA, but reports to the Fire Marshal.

#### Regional Report

Roper handed out and reviewed the regional report thru July.

John Reich –

Reich gave a report on the break out of monies received from the legislature.

- 1 -- \$650,000 – continue State Homeland Security training
- 2 -- \$125,000 – validation of USAR
- 3 -- \$50,000 – communication training
- 4 -- \$127,000 – new tow vehicle to pull lowboy (USAR team)

Reich stated that the VSAFE application web page should be out soon. Grant application will be open for 30 days on line. Hope to offer awards in January. Once the money is released, he will have a press conference.

### Old Business

Lavarn Lucas stated his disappointment with OSHA compliance at the last meeting. Double talk with SCFA needs to be touching applicable laws for SC when teaching ICS courses. Reich stated the policy was clarified and has been posted on the Fire Marshal web page under "2-in/2-out". There has been much discussion on 2-in/2-out based on the information give at the last quarterly meeting. There are issues with communication of the law to the fire service. Jones stated that everyone needs to go back to their association if you feel strongly that something more explicit needs to be written in the legislation.

### New Business

A) Arson program – executive board met and recommended changes to the by-laws. A vote will be held on Oct. 22. The changes include:

1. any conviction in past for fire related offence
2. will not allow any member to knowingly instruct a class with a student who has an arson conviction.
3. will not knowingly allow a student take courses.
4. ask chapter to include these changes in the requirements to the 2-week arson program.
5. at cut off date of 2-week arson course, have a 3-member committee to conduct back ground checks on all applicants.
6. send out letter thru SCFA to major association outlining the chapter's position.

B) need legislation for mandated training will probably be unfounded by legislature. Need to look at having SCIAAI funding to pay for training.

C) need to show a presence at the State House if we want to have laws passed.

The next quarterly committee meeting is scheduled for Jan. 9, 2008 at 10 a.m.

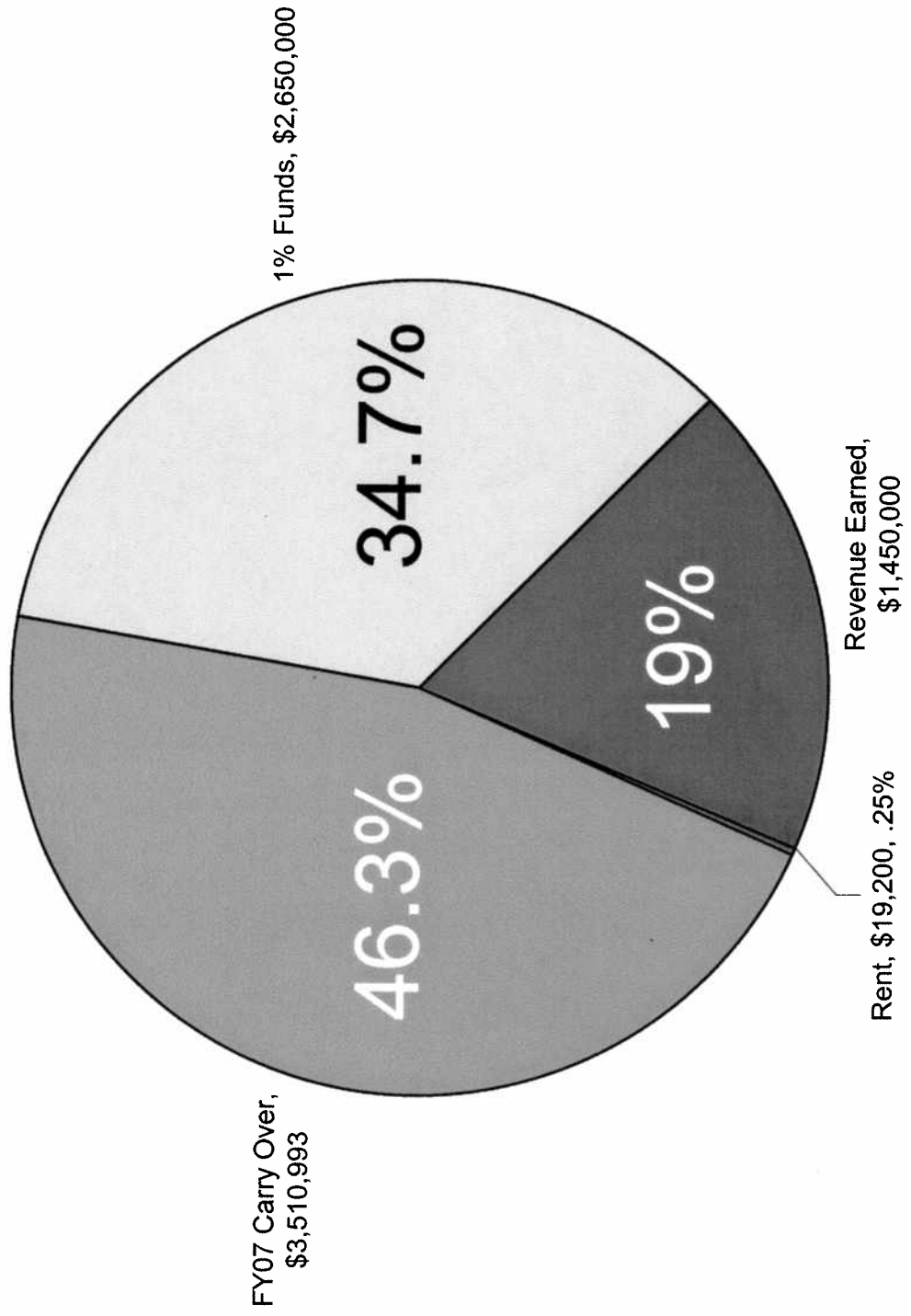
With no other business the meeting was adjourned.

Respectively submitted,

Ed Roper  
Recording Secretary

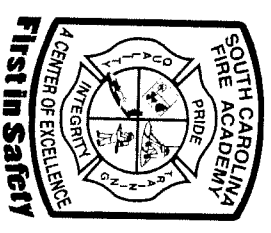
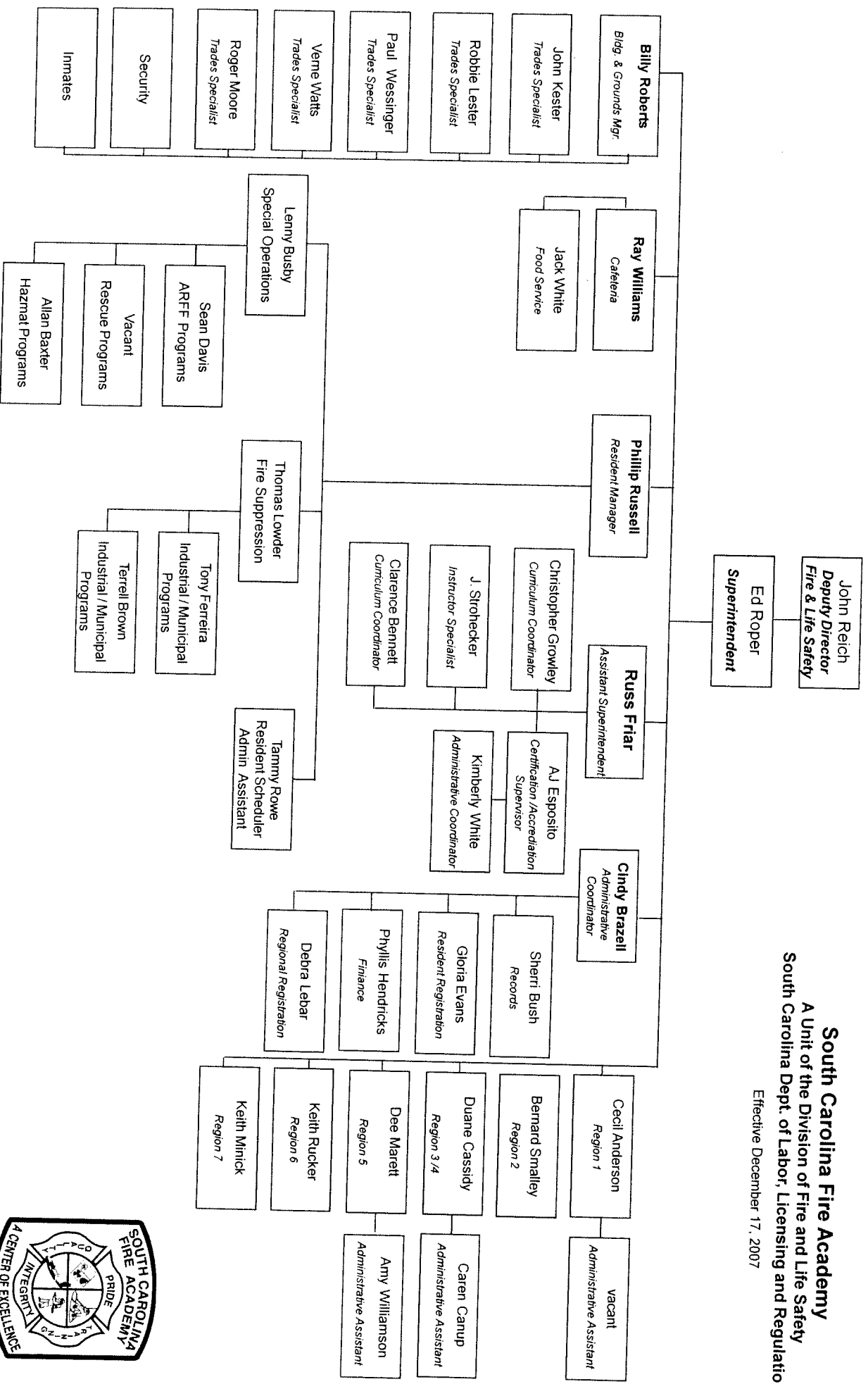
Note: Attachments were given to those who were at the meeting and will be e-mailed to those who were not able to attend.

# SCFA Revenue FY-08 Projected



**South Carolina Fire Academy**  
 A Unit of the Division of Fire and Life Safety  
 South Carolina Dept. of Labor, Licensing and Regulation

Effective December 17, 2007



SCFA FY 2008 Budget Thru Nov. 07 \* 1% revenue is thru December 07

FY 2008	FY 2008 Revised	FY 2008 Actual Nov. 2007	Project to date	+ over - under
1 % money	2,650,000	1,287,894 *		+107,074
Revenue	1,450,000	617,411		
Rent income	19,200	19,200		
Revenue adjustments				
Total Revenue		<b>1,924,905</b>		
Carry over budget FY 07	3,510,993	3,510,993		
Subtotal Total				
Subtotal		<b>5,435,898</b>		
FA .035% projected 08 to 09	2,600,000			
Total Plus .035%				
Classified	1,490,790**	656,702		
Temporary	940,000	429,376		
Overtime	25,000	15,658		
Terminal leave	10,000	7,131		
Fringe	605,000	319,426		
Total Personnel	<b>3,070,790</b>	<b>1,428,293</b>		
Contractual	80,000	113,325		
Supplies	980,000	381,482		
Fixed Charges	175,000	100,819		
Travel	290,000	144,274		
Equipment	250,000	54,261		
Equip Not Cap	300,000	24,600		
Purchase for resale	181,500	72,672		
Light/power/heat	175,000	54,458		
Transportation	30,000	9,846		
Administration	261,024	125,735		
Expense adjustment				
Total Operations	<b>2,708,380</b>	<b>1,081,472</b>		
Subtotal Ops	<b>5,779,170</b>	<b>2,509,765</b>		
Permanent Imp	2,400,000			
Total operating Expenses	<b>8,188,314</b>			
Carry over FY 08	<b>1,553,693</b>			
Accounts Rec.		209,682		

\*\* F&LS admin salary \$142,588 included

1% Received 08 \$1,287,894 compared 07 \$1,180,820 up \$107,074 up 9%  
1/8/08 ER

**SCFA REGIONAL SUPERVISORS REPORT  
ANNUAL REPORT BY REGION**

	Region 1		Region 2		Region 3		Region 4		Region 5		Region 6		Region 7		ALL REGIONS TOTAL	
	Total	Miles Driven	Total	Miles Driven	Total	Miles Driven	Total	Miles Driven	Total	Miles Driven	Total	Miles Driven	Total	Miles Driven	ACTIVITY	MILES
Association Meetings Attended	10	362	11	892	0	0	4	645	5	130	2	204	5	204	37	2437
Meetings with Dept. Officials	25	333	18	86	25	260	54	137	82	73	19	1087	12	130	235	2106
Instructor Evaluations	0	0	2	162	1	20	8	199	2	24	2	44	3	148	18	597
Apprenticeship Evaluations	2	14	6	22	0	0	1	30	5	199	2	88	0	0	16	353
Drop Off Teaching Materials	28	345	16	323	17	216	25	544	9	752	21	1051	16	791	132	4022
Pick Up Teaching Materials	13	322	8	86	10	120	7	274	4	304	6	361	5	228	53	1695
Evaluating Course	7	332	18	1363	4	174	2	105	11	866	3	303	0	0	45	3143
Teaching Course	15	291	59	3747	4	70	3	0	9	583	5	456	0	0	95	5147
Trips to SCFA Columbia	7	2298	8	951	0	0	7	1206	3	704	0	0	5	420	30	5579
IFSAC Certification Tests	25	110	2	6	0	0	4	0	6	0	3	0	9	64	49	180
<b>Region 1 Total Miles:</b>	<b>4407</b>	<b>Region 2 Total Miles:</b>	<b>7638</b>	<b>Region 3 Total Miles:</b>	<b>860</b>	<b>Region 4 Total Miles:</b>	<b>3140</b>	<b>Region 5 Total Miles:</b>	<b>3635</b>	<b>Region 6 Total Miles:</b>	<b>3594</b>	<b>Region 7 Total Miles:</b>	<b>1985</b>	<b>TOTAL MILES</b>	<b>25259</b>	
Region 1 Burns in Columbia:	0	Region 2 Burns in Columbia:	3	Region 3 Burns in Columbia:	0	Region 4 Burns in Columbia:	0	Region 5 Burns in Columbia:	1	Region 6 Burns in Columbia:	1	Region 7 Burns in Columbia:	2	<b>TOTAL BURNS IN COLUMBIA</b>	<b>7</b>	
Region 1 Burns in Region:	13	Region 2 Burns in Region:	6	Region 3 Burns in Region:	1	Region 4 Burns in Region:	10	Region 5 Burns in Region:	4	Region 6 Burns in Region:	9	Region 7 Burns in Region:	3	<b>TOTAL BURNS IN REGIONS:</b>	<b>46</b>	

*Dec. Ten to Pub*



## SCFA Fiscal Year 2008 Annual Activity Report by Month

Fiscal Year 2008		Jul-07	Aug-07	Sep-07	Oct-07	Nov-07	Dec-07	Jan-08	Feb-08	Mar-08	Apr-08	May-08	Jun-08	Total	FY2007Totals
<b>1. Total Courses Started This Fiscal Year:</b>		<b>57</b>	<b>93</b>	<b>119</b>	<b>101</b>	<b>85</b>	<b>61</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>516</b>	
	Catalog	27	45	61	48	39	21	0	0	0	0	0	0	241	
	Grant	5	7	4	0	0	0	0	0	0	0	0	0	16	
	In House Training Request	18	18	23	25	21	14	0	0	0	0	0	0	119	
		7	23	31	28	25	26	0	0	0	0	0	0	140	
<b>2. Total Courses Completed This Fiscal Year:</b>		<b>42</b>	<b>86</b>	<b>99</b>	<b>96</b>	<b>100</b>	<b>74</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>497</b>	
	Catalog	16	43	50	47	47	25	0	0	0	0	0	0	228	
	Grant	4	6	5	0	0	0	0	0	0	0	0	0	15	
	In House Training Request	14	16	18	23	20	22	0	0	0	0	0	0	113	
		8	21	26	26	33	27	0	0	0	0	0	0	141	
<b>3. Total Courses Cancelled:</b>		<b>12</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>16</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>129</b>	

**Fire School Advisory Board**  
**CURRICULUM SECTION**  
**REPORT**  
**January 9, 2008**

- A. Course 2719 - Haz Mat Tech Annual Refresher: David Messner**
- Development of the refresher materials based on the Hazardous Materials-Managing the Incident.
    - No change from last report.
- B. Course 1205 - POV: Mike Dunlap**
- All curriculum work is completed.
  - Updated curriculum will be mail to instructors by the 21<sup>st</sup> of January.
- C. Course 2100 - Fire Officer I**
- See attached Timeline
  - **Discussion – Course Length**
- D. Course 2101 - Fire Officer II**
- See attached Timeline
- E. Course 2155 – Fireground Command Simulation**
- In house instructor training has started
  - Additional instructors will be added to create a pool of 15.
  - Pilot programs will be held in January and February.
  - First actual simulation course will be during Southeastern Fire School. First six months - courses will be 16 hours in length.

**F. Technical Rescue Program – Clarence Bennett**

- Work continues on Project
- Review continues on 9 modules

**H. Industrial Fire Brigade Curriculum**

- Revising or changing parts of Course 9121, Interior Structural Brigade, 3 day and our Team Leader Course, Course 9602. No change from last meeting.

**I. 5<sup>th</sup> Edition Essentials Curriculum Update**

- **See attached timeline.**
- **Possible delay to timeline due to availability of Student Manual from IFSTA.**

**J. Course 4165 – Fire and Life Safety Educator**

- Update current program to the 2005 Edition of NFPA 1035
- Comparison of 2000 Edition to the 2005 Edition in progress

**Certification and Accreditation**

1. Test bank validation is in progress for the new Fire Officer I and II series of exams.
2. Correlation Committees are being formed to assist the academy with the upcoming re-accreditation visit in November, 2008. Basically the correlation committee verifies that we have the ability to test each skill in our certification courses as we say we do from a written or practical standpoint. A great deal of documentation is required and we

like to use a third party for verification. A.J. Esposito is the main contact for this if someone is interested in serving.

### Instructor Certification

1. Time period for Instructor Re-Certification for all Annual Adjunct Instructors (AA) ended December 31, 2007. As of todays date 81 instructors have not completed their requirements for re-certification. Letters have been sent to them advising them of the last date for a re-certification workshop and the requirements for providing their teaching documentation and required training. Deadline is February 2<sup>nd</sup>. They will be designated as In-Active Instructors after that date.

### Fire Officer I Timeline

December 31, 2007	Final Draft available for Review Lessons Plans Student Activities Book
January 22, 2008	Committee review completed
March 15, 2008	Instructor Orientation Workshop completed 29 Instructors IOW's across the state if needed
?	Release date will be dependent upon course length. May require until July 1, 2008.

### Fire Officer II Timeline

January – Feb 2008	Development of lesson plans, student activities workbook, and task performance manual.
March 2008	Staff and Committee review completed
April – May 2008	Complete lesson plans, audio/visuals, and manuals.
May – June 2008	Review Committee conducts 2 pilots and 1 IOW for potential instructors from the pilots. Submittal to IFSAC for Certification.
July 1, 2008	Ready for release for resident training delivery during late 2008.

## Team Essentials Project Timeline

### 1) December 2007

Form Committee to get started  
Break down Committee into Group Functions (Curriculum, AV, LP, Evaluation)  
Schedule Committee meeting in December  
Order Instructor Resource Packets for Committee

### 2) January 2008

Distribute Instructor Resource Kits to Committee  
Have Committee meeting  
Curriculum Group – Review new curriculum/ Recommend to LP Group  
LP Group – Cut/Paste to SCFA format add slides  
AV Group –  
Evaluation Group-

### 3) February 2008

Committee Meeting by phone or person

### 4) March 2008

Committee Meeting by phone or person  
Order materials needed from vendors for Instructors  
- Essentials Student Manual  
- Essentials Study Guides

### 5) April 2008

Committee Meeting in person  
Complete LP Development  
Complete Evaluation Development  
Complete AV Development  
Develop list do update workshops across the state

### 6) May 2008

Schedule & Advise Update Workshops to Current / Qualified 1150 Instructors  
Send all work to printers, producers etc.  
Complete Instructor Packets for Updates  
- Regional Burn Guidelines  
- Trailer Inventory Sheets / Guidelines  
- Essentials Update Kits

- o Lesson Plans
- o CDs
- o Student Manuals
- o Study Guides

### 7) June 2008

Conduct Update Workshops across the state  
- 2 day update  
- 8 -10 Workshops

### 8) July 2008

Launch New Program

**Fire Academy  
Advisory School  
January 9, 2008 meeting**

**SCFA Resident Site FY 2008 semi-annual report**

**Report Summary:**

58 more classes to date compared to FY 07  
2199 more students to date compared to FY 07  
86 more training days to date compared to FY 07  
23 less trailer deliveries to date compared to FY 07  
\$43,274.00 more ARFF Revenue compared to FY 07  
\$98,181.00 more Industrial Revenue compared to FY 07

**New Hire:**

Will Welcome Sean Davis as new ARFF Coordinator on January 17, 2008  
Sean has many years in the fire service, and 9 years as a Senior Firefighter, Officer, and Instructor at the Stewart International Airport. Sean will coordinate the ARFF program for this Academy.

**Upcoming Events:**

Firefighter Safety Conference – January 11 – 13  
Instructor Conference – February 8 – 10  
Southeastern Fire School – March 8 – 9  
11 programs will be presented this year  
There will be 5 new programs.  
Aviation Journal ARFF conference in Myrtle Beach May 5 – 7  
SCFA will provide ARFF FAA 139 training on May 8 – 9 for attendees  
Free EMD Grant Training Programs

**Training Update:**

Adding 5<sup>th</sup> Recruit Program  
Three new Industrial Customers – large, multi-class training requests.  
Assisting additional Municipalities with specific -on their site - training needs.

**Resident Training Projects:**

Cascade Fill Stations for all on and offsite trailers and portable cascades.  
6 burn trailers – for Regional burns  
New Pumper / Tanker Apparatus specifications

Phillip G. Russell, II

Resident Supported Training  
Activity Report  
July 2007 to December 2007

**REPORT SUMMARY FY-2008**

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	FY 2008	July to Dec	July to Dec.
Total Number of Public Class/Sem. (On)	6	17	32	12	14	28							109		105
Total Number of Public Class/Sem. (Off)	36	8	6	2	2	1							55		30
Total Number of Industrial Classes (ON)	1	1	6	17	12	6							43		37
Total Number of Industrial Classes (OFF)	3	0	3	3	8	2							19		5
Total Number of ARFF Classes	0	4	1	10	0	2							17		12
Total Number of SC EMD Grant (ON)	0	0	0	0	0	0							0		0
Total Number of SC EMD Grant (OFF)	3	2	2	0	0	0							7		8
Weekend Burn Building Use	1	0	5	3	1	0							10		7
Meeting other than Classes	5	5	8	5	5	4							32		31
US&R Meeting / Training	2	1	4	1	2	2							12		11
<b>Total Number of Classes (On Site)</b>	<b>15</b>	<b>28</b>	<b>56</b>	<b>48</b>	<b>34</b>	<b>42</b>							<b>223</b>		<b>203</b>
<b>Total Number of Classes (Off Site)</b>	<b>42</b>	<b>10</b>	<b>11</b>	<b>5</b>	<b>10</b>	<b>3</b>							<b>81</b>		<b>43</b>
<b>Total Number of Resident Courses</b>	<b>57</b>	<b>38</b>	<b>67</b>	<b>53</b>	<b>44</b>	<b>45</b>							<b>304</b>		<b>246</b>
Total Number of Public Fire Students(On)	88	301	754	181	296	543							2163		1558
Total Number of Public Fire Students(off)	1106	68	24	42	30	16							1286		829
Total Number of Industrial Students (on)	7	20	93	272	181	81							654		601
Total Number of Industrial Students (off)	39	0	38	28	90	23							218		62
Total Number of ARFF Students	0	56	17	82	0	57							212		87
Total Number of SC EMD Students (On)	0	0	0	0	0	0							0		0
Total Number of SC EMD Students (Off)	45	30	22	0	0	0							97		114
Weekend Burn Building Students	9	0	53	50	18	0							130		137
Meeting other than Classes - Attendees	239	114	418	161	154	550							1636		887
US&R Student Count	32	35	105	20	35	16							243		224
Weekend Student Count	29	70	28	43	72	80							322		263
<b>Total Number of Students (On Site)</b>	<b>404</b>	<b>596</b>	<b>1468</b>	<b>809</b>	<b>756</b>	<b>1327</b>							<b>5360</b>		<b>3757</b>
<b>Total Number of Students (Off Site)</b>	<b>1190</b>	<b>98</b>	<b>84</b>	<b>70</b>	<b>120</b>	<b>39</b>							<b>1601</b>		<b>1005</b>
<b>Total Number of Resident Students</b>	<b>1594</b>	<b>694</b>	<b>1552</b>	<b>879</b>	<b>876</b>	<b>1366</b>							<b>6,961</b>		<b>4,762</b>
Total Number of Public Training Days	36	57	69	29	47	54							292		237
Total Number of Industrial Training Days	6	4	19	34	33	14							110		78
Total Number of ARFF Training Days	0	14	2	18	0	9							43		30
Total Number of SC EMD Training Days	10	12	8	0	0	0							30		44
<b>Total Number of Training Days</b>	<b>52</b>	<b>87</b>	<b>98</b>	<b>81</b>	<b>80</b>	<b>77</b>							<b>475</b>		<b>389</b>
Weekend Classes per Month	2	4	2	4	4	5							21		11
Trailer Del. & Pickups Done	6	17	22	27	27	10							109		132
Operational Days per Month	25	27	26	30	25	21							154		141