South Carolina Fire Academy Advisory Committee Meeting October 10, 2007

Order of Business

- 1. Call to Order Chairman 10 a.m.
- 2. Approval of minutes from August meeting
- 3. 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
- 4. Standing Committee Reports
 - a. Curriculum Committee
 - b. Facilities Committee
 - c. Financial Committee
- 5. Superintendent's Report
- 6. Unfinished Business
- 7. New Business
 - a. Recommendations from SCIAAI for Arson Program
- 8. Adjourn

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

South Carolina Fire Academy Advisory Committee Quarterly Meeting Meeting Minutes – Aug. 15, 2007

Members Present: Jonathan Jones, Phil Elliott, Lavarn Lucas, Dixon Odom, Karl Ristow, Alan Sistare, Jim Still, Eddie Turner, Mike Wirt

Members Absent: Jeff Allen, Michael Cosola, Art Sattler, Bill Streuber, Jackie Yates

Alternates Present: Bill Addis, Brian Horton,

Non-Voting Members Present: John Reich and Ed Roper

Visitors Present: Leroy Marcotte, Jim Knight, Billy Roberts, 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 April meeting. Karl Ristow made a motion, Alan Sistare second. Discussion: none. All in favor of accepting the minutes. None opposed. The motion passed.

Chairman Jones reviewed the by-laws that establish this committee. Jones pointed out a couple of duties pertaining to the committee itself: 1) attendance is important and 2) evaluate regional resource centers offices.

Jones deferred to Ed Roper who reviewed a near miss incident and ARFF prop rebuild. Our staff remodeled and fixed the failed prop. We invited OSHA to do an in depth review and they found four (4) violations. Roper gave special thanks to Billy Roberts, Russ Friar, Phillip Russell and John Reich for teamwork. We are expecting OSHA to come in Sept. 6, 2007 for a full inspection of the facility.

Chairman Jones asked for reports from the different associations:

<u>SC Fire Chiefs Association</u> – Alan Sistare Announced that their annual meeting would be in October.

<u>SC Fire Marshal Association</u> – Phil Elliott Nothing to report.

Public Education Association – Bill Addis

Announced conference dates of Sept. 14, 15, 16, 2007. Also stated they have a new website: www.scfalse.com

<u>Industrial Representative</u> – Mike Wirt Nothing to report

Professional Firefighters - Leroy Marcotte

Marcotte is attending as an alternate to the alternate for informational purposes only. He had no report.

SC Arson Association - Brian Horton

Horton will be become the primary member for the association starting in Jan., 2008. The association will hold it quarterly meeting Sept. 6 at the fire academy and their annual conference will start Oct. 22 in Myrtle Beach.

Higher Education - Karl Ristow

He is working with Sandy Caudil from the Dept. of Public Safety to utilize their leadership programs for our firefighters. Their program consists of research and writing papers. This program is geared mostly for mid-level officers. This is a good opportunity for true leadership training in the state.

Ristow also stated that there is a need for all associations to develop a strategic direction for fire protection in our state. He needs involvement from all associations.

SC Society of Fire Service Instructors – no representative

Standing committee reports

<u>Curriculum – Jonathan Jones</u>

Two years ago this subcommittee presented a 3-year plan for the curriculum section, who has continued to work hard to accomplish these items.

Facilities - Eddie Turner

Facilities change often due to day to day operations.

Finance - Dixon Odom

Odom stated that he normally defers to Ed for this report. Final FY07 report has not been completed. Once completed Roper will e-mail to the members.

Roper handed out and reviewed a financial report.

<u>John Reich:</u> Advised the committee on Freedom of Information Act. Minutes are taken and are open under the FOI Act. When we have a quorum it does not have to be an official meeting. A dinner meeting with a quorum has to have minutes and is open to the public.

Reich also stated that FOI Act is applicable to student transcripts; however, vital data such as SSN, test scores, etc. will not be released.

Reich introduced Jim Knight, LLR's PIO director to review the agency's rule on 2-in/2-out. Knight handed out and reviewed OSHAs memo that clarifies LLRs position on SC Reg. 71-1-1910.134(g) (4) (ii) regarding compliance with the standard for interior structural firefighting. There was discussion about how this is relevant to paid and volunteer departments. Ristow said he had never heard that volunteers were different and this interpretation was a concern to him and other paid departments.

Chairman Jones stated that everyone should take this information back to their committees and make sure they all know the law. The current expectations need to be clearly communicated from LLR to the fire departments.

Superintendent's Report – Ed Roper

Resident Training - Phillip Russell

Russell presented and reviewed Resident Training Report.

Curriculum Report - Russ Friar

Friar presented and reviewed the Curriculum Report. Friar briefly spoke about the NFA state weekend in Maryland. Students from all three states (SC, DE, and RI) collected over \$1000 to put bricks at the NFA memorial for the Charleston 9. Next years dates are Aug. 16-17, 2008. The Charleston 9 will be honored at that memorial.

Friar announced that Clarence Bennett is the new full time curriculum writer. Bennett previously worked as a full time training instructor for Phillip Russell.

Leroy Marcotte asked how equivalency is given. Friar responded that the fire academy offers two methods of accepting out of state training.

- 1) Reciprocity given for training from another IFSAC state or for a ProBoard Certificate.
- 2) Equivalency we look at the training taken and review all documentation and if it complies with our training, we will grant equivalency. However, the student still has to take the written exam and sometimes is required to do our practical skills.

Regional Report

Roper handed out and reviewed the regional report thru July.

Committee Business

A.) Jones asked for nominations for Vice Chairman of the committee:

1) LaVarn Lucas – 1st Jim Still 2nd Karl Ristow 2) Eddie Turner – 1st Allan Sistare 2nd Karl Ristow

A motion was made by Dixon Odom to close the nominations. The motion was seconded by Allan Sistare. Motion passed.

Jones asked for vote of hands. Lucas – 5 votes, Turner – 1 vote.

B.) Jones appointed the following members to the three standing sub-committees: Curriculum subcommittee: Bill Streuber - Chair, Lavarn Lucas, Jim Still, 1 member from the Arson Committee, and 1 member from the Instructor society.

Finance subcommittee: Dixon Odom - chair, Karl Ristow, and Allan Sistare.

Facilities subcommittee: Eddie Turner – chair, Mike Wirt, 1 member from the Professional Firefighters, 1 member from the Fire Marshal Association, and 1 member from the Public Education Association.

Roper reviewed a letter he sent to Chairman Jones requesting a subcommittee be created to help develop and deliver new courses that would target line of duty deaths. Eddie Turner stated he would be willing to chair this subcommittee if needed.

There was much discussion about this subcommittee. Jones stated that the fire academy needs to make sure that they do not interpret what we THINK happened to the Charleston 9. Jones stated that he would decide how best to the review the existing courses and recommend new initiatives to address LODD.

Reich stated that the VSAFE program was given \$3 million in grants and the USAR team funding was given \$985,000.

An update to the Learning for Life Exploring Program – we have had only a few students to participate.

Old Business

None

New Business

- 1) On the subject of 16 and 17 year olds. Fire Chiefs feel like the cadet programs should have equal footing as the Learning for Life Exploring program.
- 2) ARFF Chiefs want to make sure that the new ARFF instructor is ARFF certified.

The next quarterly committee meeting is scheduled for Oct. 10, 2007 at 10 a.m.

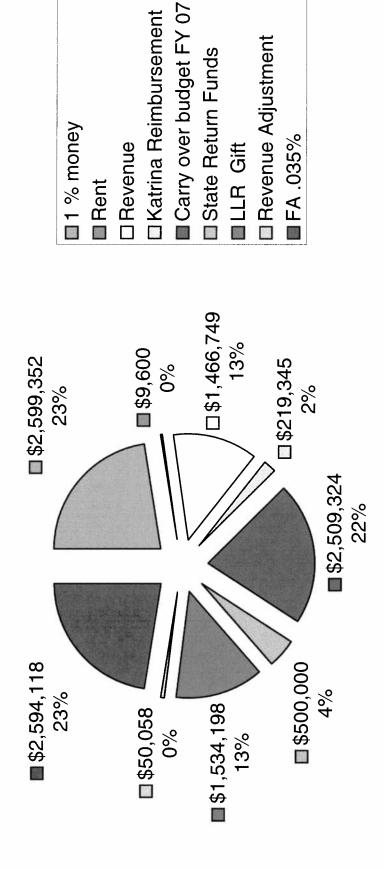
With no other business the meeting was adjourned.

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 Sources FY07 (\$11,482,744)



Resident S tedTraining
Activity Report
July 2007 to June 2008

REPORT SUMMARY FY-2008

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Anr	May	quil	EV 2008	Total EV 2007
Total Number of Public Class/Sem. (On)	9	11	32									2	55	36
Total Number of Public Class/Sem. (Off)	36	8	0										84	200
Total Number of Industrial Classes (ON)	1	1	9										. ∞	30
Total Number Industrial Classes (OFF)	3	0	3										9	2 ~
Total Number of ARFF Classes	0	4	1										ıc	2
ı	0	0	0										0	10
Total Number SC EMD Grant (OFF)	3	2	2										2	٥
Weekend Burn Building Use	1	0	5										. (4	0 ~
Meeting other than Classes	5	5	8										2 2	2
US&R Meeting / Training	2	-	4										2	<u> </u>
	15	28	56	0	0	0	0	0	0	0	0	G	06	97
Total Number of Classes (Off Site)	42	10	5	0	0	0	0	0	0	0	0	0	57	g g
Iotal Number of Resident Courses	25	38	61	0	0	0	0	0	0	0	0	0	156	87
lotal Number of Public Fire Students(On)	88	301	754										1143	757
I otal Number of Public Fire Students(off)	1106	68	0										1174	829
Total Number of Industrial Students (on)	7	20	93										120	165
lotal Number of Industrial Students (off)	39	0	38										11	39
		26	17										73	24
Students	0		0										0	0
Total Number of SC EMD Students (Off)	45	8	22										97	80
Weekend burn Building Students	6	0	53										62	48
Meeting other than Classes - Attendees	239	114	418										771	400
Juneani Count	32	35	105										172	88
Total Nimber of Student	53	2	28										127	48
Total Number of Students (On Site)	404	296	1468	0	0		0	0	0	0	0	0	2468	946
Total Number of Besident Students	1190	200	09		0	0	0	0	0	0	0	0	1348	948
Total Number of Public Training Days	100	\$ 1	97CL	9	9	0	0	0	0	0	0	0	3,816	1,894
Total Number of Industrial Training Days	တ္တ	à	8 5	İ									159	134
Total Number of AREE Training Days		4 2	2	T									29	24
Total Number of SC EMD Training Days	2 5	4 6	7	1									16	12
Total Number of Training Days	2	7	ο :	,									30	32
Weekend Classes per Month	76		S	•	•	•	0	•	0	0	0	0	468	202
Trailer Del & Pickins Done	7 9	4 ¢	7 5	1								ĥ	8	3
Operational Days ner Month	0 40	1/2	77 8										45	67
	4.0	77	07	1			1						78	70

SCFA FY 2008 Projected Budget MONTH REPORT Thru August 2007

Revised		8 Projected Budget	MONTH REPORT)7
1 % money	FY 2008	FY 2008	FY 2008 Actual	Project to date	+ over
Revenue	1.01		<u> </u>		- under
Rent income 19,200 19,200 Revenue adjustments Total Revenue 4,119,200 Carry over budget FY 07 Subtotal Total 7,630,193 FA .035% 2,733,574 projected 08 to 09 (5%) Total Plus .035% 10,363,767 Classified 1,543,074** 237,263 New Classified 92,500 5 FTE ½ year New FTE Fringe 25,900 Temporary 940,000 109,864 Overtine 25,000 3,598 Terminal leave 10,000 7,131 Fringe 640,000 152,299 Total Personnel 3,276,474 Contractual 400,000 28,002 Supplies 1,300,000 100,014 Fixed Charges 175,000 22,258 Travel 360,000 30,854 Equip Not Cap (500,000 7,885) Equip Not Cap (500,000 13,77) Administration 261,024 50,294 Total Operations 3,399,274 Expense adjustment Total P&O (6,675,748) Permanent Imp 954,445 Total Operating 7,630,193 Expenses					
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Expenses	ermanent Imp	954,445			
	otal operating	7,630,193			
Carry over FY 09 2.733.574					
<u> </u>	arry over FY 09	2,733,574			
Accounts Rec.					

^{**} F&LS admin salary \$160,891 included 10/8/07ERFinal

Understanding the Fire Academy Budget

many improvements to the site and added new equipment and updated equipment so our expenses can be used as the FY 07 was a good year to use as a base line for our budget. We trained just over 22,000 students in FY 07. We made standard for annual operating expenses.

FY 09 projected	\$2.811,000	1,450,000	2.672.000	\$6,933,000				\$3.302.000	3.400.000	\$6,702,000			+231.000		
FY 08	\$2,729,000	1,450,000	2,594,000	\$6,773,000	916,875	\$7,689,875		\$3,276,500	3,400,000	\$6,676,500	916,875	\$7,593,375	+ 96,500		
	1 % Revenue projected 5%	Generated Revenue	.035% Revenue	TOTAL REVENUE	FY 07 Carryover	FY 08 Available \$	Expenses	All Personnel	Operating Expenses	TOTAL EXPENSES	Projects	Overall Expenses	Balance		

FY 07 Carry over is(.035% money) \$2,594,118 + 916,875 for a total of \$3,510,993 Carry over from FY 06 was 2,509,324 of which .035% was 2,401,566 True carry over was \$107,758

E Roper 10/9/07

FY 08/09 Needed Improvements Budget

*New Fire Station complete and furnish	480,000	
*New Burn Building	350,000	830,000
*LP Building outside stairwell (safety)	25,000	855,000
*Sewer Pump upgrades with backup power	135,000	990,000
*Road for ARFF driver course	30,000	1,020,000
*New training water fire water hydrant and tid		, ,
to the Tower AS and standpipes	12,000	1,032,000
Dormitory upgrade 110 beds, paint, energy r	nanagement syste	em etc rear
parking	210,000?	1,242,000
Maintenance shed/storage	100,000	1,342,000
Cafeteria upgrades, 2 vestibules, wallpaper,		7,0 .2,000
energy management system,	100,000	1,442,000
Site parking lot and roads seal repaint lines	175,000?	1,617,000
New delivery truck	47,000	1,664,000
Site Security Fencing 4,800 ft, security came	ras	,
	65,000	1,729,000
Fire Marshal Bldg upgrade	50,000	1,779,000
Data Base Upgrade	100,000	1,879,000
Tanker/Pumper	195,000	2,074,000
SCBA (30)	100,000	2,174,000
Air fill stations (From southings out)	00.000	0.004.000
Air fill stations (Frag containment)	90,000	2,264,000
Fire Academy Admin new room/remodel	30,000	2,294,000
Carpet class rooms and Denny	22,000	2,316,000
New chairs in Denny and Classrooms 340 @ \$250	0E 000	0.404.000
340 \$ \$230	85,000	2,401,000
FY 10		
Pumper demo	250,000	
Aerial demo	450,000	
	.55,555	
FY 11 Build a home on site for training	150,000	
New Breathing air compressor	135,000	
- ,	, "	

ER 10/10/07

Fire School Advisory Board CURRICULUM SECTION REPORT October 10, 2007

A. Course 2719 - Haz Mat Tech Annual Refresher: David Messner

- Development of the refresher materials based on the Hazardous Materials-Managing the Incident.
 - o Chapters- 6, 7, 8, 9, 10, and 11.
 - Chapters are under going review.

B. Course 1205 - POV: Mike Dunlap

- Included are updates on South Carolina Laws and national statistics.
- Ready for final review.

C. Course 1139 – Rescuing the Rescuer

• Project is completed.

D. Course 2100 - Fire Officer I

- Course under going Revision 5
 - Lesson plans and A/V materials should be ready for review by mid-October.
 - Projected course start date is January 1, 2008 after Instructor updates.

E. Course 2101 - Fire Officer II

- Course is being developed.
 - All modules have been formatted and thumbnails are being added.
 - Instructor IOW, January 2008.
 - Projected course start date, Feb Mar, 2008

F. Course 2155 - Fireground Command Simulation

- All hardware and support equipment has been received.
 - 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

G Technical Rescue Program

- Rope Rescue Operations Level Course
 - Low and High Angel Three modules completed and reviewed.
 - Project due date is July of 2008.

H. Industrial Fire Brigade Curriculum

 Revising or changing parts of Course 9121, Interior Structural Brigade, 3 day and our Team Leader Course, Course 9602.

I. 5th Edition Essentials Curriculum Update

- IFSTA Essentials Curriculum due out late November or first part of December
- Production and development of our own lesson plans and Production of new skill sheets. January – February, 2008.
- Committee working on critical skill steps and sequence of steps – February, March, 2008.
- Instructor Updates to new curriculum April May, 2008
- July 1, 2008 start using 5th Edition Essentials materials for all 1152, 1153 and 1154 classes.

- Major Changes to the Firefighter Curriculum that will affect the Fire Service per the new IFSTA material and the 2008 Edition of NFPA 1001:
 - Course 1136, 8- Hour, Flammable
 Liquids/Gas Firefighting will become a
 prerequisite for Course 1153 along with the
 current requirements of 1152, First Aid and
 CPR, and Course 2722, Hazardous Materials
 Operations Level. (This will be highlighted in
 the upcoming catalog insert) As this will
 effect our registrations for 1136 during the
 January June time frame.
 - The requirements of inspection and public education requirements have moved from FF I to being FF II requirements. No major impact on the student.
 - Specific knot tying requirements were deleted and the AHJ will require what knots are required. Basic knot tying will still be in the curriculum.
 - The skill requirement of flow testing fire hydrants was deleted from the FF II skill requirements.

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.

SCFA Fisc... Year 2008 Monthly Regional Activity Report

Month of September 2007	Greenville Region 1	Rock Hill Region 2	Florence Region 3	Florence Region 4	Charleston Region 5	Midlands Region 6	Greenwood Region 7	TOTAL	September 2006 (FY07)
Total Courses Started:	31	50	9	50	21	13	8	119	120
Catalog	12	8	4	7	17	9	7	19	42
Grant	, -	0	0	_	2	0	0	4	80
In House Training	10	-	0	8	-	ဗ	0	23	49
Request	8	11	2	4	1	4	-	31	21
Total Courses Completed:	19	8	9	20	19	10	2	8	107
Catalog	80	თ	4	7	14	3	2	20	38
Grant	*	0	_	-	2	0	0	5	80
In House Training	£0	0	0	o	_	3	0	18	40
Request	5	-	-	е	2	4	0	26	21
Total Courses Cancelled:	7	7	8	-	F	5	3	31	33

SCFA Fiscal Year 2008 Annual Activity Eport by Region

Fiscal Year 2008	Greenville Region 1	Rock Hill Region 2	Florence Region 3	Florence Region 4	Charleston Region 5	Midlands Region 6	Greenwood Region 7	TOTAL
Total Courses Started:	72	40	15	48	20	27	-21	269
Catalog	22	21	6	15	36	17	13	133
Grant	2	2	0	ε	6	0	0	16
In House Training	52	,- -	е	21	4	5	0	59
Request	23	16	3	ō	,	5	4	19
Total Courses Completed:	49	38	11	48	45	17	13	227
Catalog	16	21	8	15	31	6	6	109
Grant	***	2		ε	8	0	0	15
In House Training	15	0	2	22	4	4	-	48
Request	17	15	9	8	2	4	ဧ	55
Total Courses Cancelled:	13	ø	Ŋ	2	32	S	80	74





SCFA MONTHLY REGIONAL SUPERVISOR'S REPORT

Reporting Month: Sep-07

	Region 1		Region 2	Γ	Region 3		Region 4		Region 5		Region 6	,	Region 7		ALL REGIONS TOTAL	NS TOTAL
	Total	Miles Driven	Total	Miles Driven	Total	Miles Driven	Total	Miles Driven	Total	Miles Driven	Total	Miles Driven	Total	Miles Driven	ACTIVITY	MILES
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Instructor Evaluations	0	0	0	0	0	0	0	0	0	0	0	0	3	148	3	148
Apprenticeship Evaluations	0	0	2	0	0	0	0	0	0	0	0	0	0	0	7	9
Drop Off Teaching Materials	9	37		9	3	9	_	20	0	0	9	250	2	16	19	464
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SCFA REGIONAL SUPERVISOR'S REPORT

ANNUAL REPORT BY MONTH

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