



Fire School Advisory Board Meeting Minutes Quarterly Meeting: Aug. 11, 2021 at 10 a.m.

Public notice of this meeting was properly posted at the South Carolina Fire Academy, 141 Monticello Trail, Columbia, SC 29203 and provided to all requesting persons, organizations, and news media in compliance with Section 30-4-80 of the South Carolina Freedom of Information Act.

The meeting was held via video and teleconference.

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 10:08 a.m. by Chair Terry Sherriff.

Roll call of members:

SC Fire School Advisory Board															
Terry Sherriff	X	Mark Davis	X	Scott McClain	A	Douglas Cline	A	Brad Stio	A	Brian Horton	X	Joel Rogers	X	Tommy McDowell	A
William Brocious	A	Andrew Morris	X	Shaun Gadsen	A	Justin McLellan	X	Thomas Tardo	X	Joshua Jordan	X	Keith Drabrick	X		

P: Via Phone X: Present A: Absent

VISITORS PRESENT: Erick Adams, Amy Williamson, Kathleen Brantner, Bonita Watters, Greg Bass, Terrell Brown, Julie McCabe, Karen Rivera, Andrela Riley, Kristie Watson, Doug Spinks, Ashley Boltin, and Chris Radcliffe

- A. After roll call, a quorum was established.
- B. Superintendent Dennis Ray led the Pledge of Allegiance and Invocation.
- C. Joshua Jordan made a motion to approve the agenda. Andrew Morris seconded. The motion carried unanimously with no discussion.

II. Approval of Minutes

Joel Rogers made a motion to approve the May 12, 2021, minutes. Brian Horton seconded. The motion carried unanimously with no discussion.

III. Committee Chair Comments

- Discussed the status COVID-19 pandemic as it relates to fire training
- Recognized Chief Dillon for his dedication as the previous Chair of the Fire Advisory Committee

IV. Superintendent's Remarks

Chief Ray presented the following updates:

- Changed Advisory Committee meeting platform from Zoom to Webex
- Discussed issues retaining training staff
- Shared that Ethan Bradley, the National Champion of the CTC program, was onsite Aug. 10
- COVID-19 continues to impact onsite and regional classes. Informed consent forms are required for all in-person classes.
- Reopened salad bar in the cafeteria

- Partnered with several conferences on the schedule
- Updated Essentials 7
- Recorded the Instructor update and it will be uploaded to Blackboard
- Reaccredited SCFA IFSAC courses
- Shared that Instructor Development Webinars have been successful

V. State Fire Marshal's Remarks

Chief Jonathan Jones presented the following updates:

Financial Update

Chief Jones stated:

- Started July 1, 2021, with an Academy cash balance of \$13,298,323.65. That is a net gain of \$1.3 million for starting balance. This is due to not having any major CPIP projects in process.
- Academy has spent only what is authorized to spend. As a result, budget and actual expenses have been flat during the last three years. FY 22 budget is expected to remain flat and proportional to revenue.
- FY 21 ended with \$67,328 more in course revenue than in FY 20 - a nine percent increase. This is approximately \$520,000 or 40 percent less than before the pandemic.
- Until the course revenue cash flow recovers, small projects and large projects will alternate by year.
- Academy's portion of the One Percent revenue increased approximately five percent this year. The .35 percent money increased approximately five percent. The One Percent money distributed to the fire departments increased by 16 percent this year.

CPIP Project Updates

Chief Jones presented the following updates:

- The next CPIP project is to repair the tower. Once the bid documents have been completed, we will advertise for a contractor. The approval amount for this project is approximately \$750,000.
- Final change order for the fire station bay floor has been completed. After a solution has been found for the ground water infiltration, the floor will be repaired.
- Front parking lot will be resurfaced. A parking lot will be added at the gravel lot next to the USAR building. An architect is required for this project which increases the cost approximately \$140,000 more than originally budgeted. Chief Jones will speak before the JBRC next week to request the use of additional funds. The new expected total cost of this project is \$285,400. If approved, the expected completion date is December 2021.
- Phase II replacement of the HVAC units is underway. Once phase II is completed, old units will have been replaced. As a precaution, there are several spare PTAC units on hand for the dormitory.
- Bathroom renovations should be completed this fiscal year. A request has been submitted to increase the budget to \$477,750. Once the phase II approval has been completed, the construction documents can be submitted and bids solicited.

Grants Update

Chief Jones presented the following updates:

- Submitted close-out documents for the FY 18 AFG grant
- Submitted bid documents for the purchase of new trailers in the FY 19 grant. It is currently at MMO.
- Waiting for the State Information Technology office to provide feedback for the new FA database records management system - which is also part of the FY 19 AFG grant
- Submitted documentation to hire the CTC coordinator position through the SAFER grant
- Applied for the FY20 AFG grant for the purchase of a new engine.

VI. SCFA Section Reports

Facilities

Greg Bass provided a Facilities update:

- Hired three part time custodians
- Installed the final HVAC unit in the USAR building
- Demolished and rebuilt pump house prop
- Purchased two pump motors for the training water system. One has been installed; the second will be installed once the outside temperature is cooler.
- Installed new gutters on buildings 2, 3, 4, and 5.
- Painted several areas on campus
- Cafeteria is at full-occupancy.

Curriculum

Bonita Watters provided additional curriculum updates:

- Updating Essentials 7
- Haz-Mat Tech accreditation is in progress.
- 2104 Fire Officer IV pilot should be ready in the next six months
- Engine Operations, Chainsaw, and the Auto-extrication Operations and rescue courses will be focused on after E7 has been completed.
- PICO, STICO, and DIMCO have been added to the live online course list. The NFA ISO will be added.
- ERVA has been updated from flash to HTL5. ERHI and Fire Chief 101 will be added next.

Training

Terrell Brown provided an onsite training section update:

- Graduated 26 students from the May recruit class
- Reached out to the fire departments piloting the E7 program for feedback
- Joe Charleston started as the ARFF Program Coordinator.
- ARFF Program will be ready to be tested to the new standard - once the skill sheets are complete.
- Hired administrative assistants for Regions 4 and 7. In the process of hiring an administrative assistant for Region 1. Hired 22 part-time instructors for resident and regional training.
- Assisted with eight regional recruit schools that graduated 123 students. Another recruit school started in June and is ongoing.
- Region 3 office moved from Florence to Sumter and also have satellite location at Howe Springs FD in Florence.

EMS

Julie McCabe provided a training update:

- 2,182 completed the ROLL course as of July 1, 2021. DHEC opened this to licensed EMS fire departments.
- Coordinated 27 various EMS fire programs during the months of April and July.
- Tim Martin is the new DHEC Training and Certification Manager.
- 61-7 Regulation goes to DHEC board.

Accreditation

Julie McCabe provided an update:

- Andrela Riley and Julie McCabe will travel to Oklahoma in October to officially receive the letter of re-accreditation.
- Trying to streamline and process applications of reciprocity and equivalency more quickly. If some have not been completed within 30 days, contact staff.

Administration

Sherri Bush, Administrative Supervisor, provided an update:

- Administrative numbers and statistics are provided in the report.

Marketing

Amy Williamson provided Marketing and Special Projects updates:

- Completed the first assessment for the new Records Management System.
- Formed several partnerships with multiple agencies through our webinars and workshops.
- Three future events include: *Morale and the Evolving Fire Service*, *Public Safety Behavioral Health Symposium*, and *Executive Chief Officer Weekend*.

VII. OLD BUSINESS

- Amy Williamson updated the committee on how to keep virtual delivery even after the pandemic restrictions have been lifted.

VIII. NEW BUSINESS

A. Presented by Chair Sheriff

MOTION

Justin McClellan was nominated to Vice Chair by Terry Sheriff. Mark Davis seconded the nomination. The motion carried unanimously with no discussion.

- Justin McClellan accepted the position of Vice Chair.
- Moving forward, students will have to produce an accredited level class to receive transcript credit. The Academy will no longer offer equivalency reviews. If a student does not have it, he/she will need to challenge the exam.
- Matt McDowell gave a status update on the 2155 SIMs course.
- Thomas Tardo provided an update on the Fire Officer Boot Camp, which will include physical fitness, skills, and classroom learning. This is a partnership with the Instructor Society, State Fire, and SC Firefighters' Association. The program goal is to begin in summer 2022.
- Joshua Jordan suggested a class to teach training officers how to become training officers.

IX: ANNOUNCEMENTS

- On behalf of the SC State Association of Fire Chiefs, the 77th Annual Conference will be held at the Doubletree in Myrtle Beach, Oct. 6-9, 2021.
- On Nov. 30, 2021, the Instructor's Society will host an Instructor Development and Business Meeting at the Academy.
- Chief Ray introduced Chris Radcliff who works with the Municipal Association Outreach. He travels throughout the state and provides risk management services for Municipal Public Safety.
- SC Firefighters' Association will host the Quarterly Meeting Oct. 12, 2021 at the Academy.
- Fire Service Improvement Conference will be held Jan. 20-23, 2022, in Columbia.

X. ADJOURNMENT

Thomas Tardo made a motion to adjourn. Keith Drabrick seconded. Motion passed unanimously with no discussion. Meeting adjourned at 11:31 a.m.

The next meeting is scheduled for Wednesday, Nov. 10, 2021, in the SC Fire Academy Conference Room or via teleconference.