



**Fire School Advisory Board Minutes  
Quarterly Meeting: May 8, 2019 at 10 a.m.**

**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 a.m. by Chairman Mike Norket.

**Roll call of members:**

SC Fire School Advisory Board															
Jonathan Jones	A	Mike Benoir	X	Brian Horton	P	Brad Maness	A	Joel Rogers	X	Billy Dillon	P	Bill Stewart	A	Tommy McDowell	A
Mike Norket	P	Bruce Burding	X	David Laird	X	Justin McLellan	A	Terry Sheriff	P	Diane Woods	A			Tim Dickson	X

*P: Via Phone X: Present A: Absent*

**VISITORS PRESENT:** Lenny Busby, Bonita Watters, Amy Williamson, Ashley Boltin, Greg Bass, George Stapleton, Erick Adams, Doug Spinks, Julie McCabe, Charles Lamoreaux, and Sherri Bush.

- A. Superintendent Chief Dennis Ray led the Pledge of Allegiance and Invocation
- B. A quorum was present

**II. Review of Agenda**

Mike Benoir made a motion to approve the agenda. Bruce Burding seconded. The motion carried with no discussion.

**Approval of Minutes**

Mike Benoir made a motion to approve the March 20, 2019, minutes. David Laird seconded. The motion carried with no discussion.

**III. Employee Updates**

Chief Ray presented the following updates:

- Cafeteria temporary position will remain posted until filled. HR approved an additional part-time cafeteria position. Mary Reher and Jennifer Jones are the new part-time cafeteria employees.
- HR approved two additional positions for grounds crew.
- Jerry Griggs retires June 30, 2019. His replacement is training with him before his retirement.
- Curriculum reposted the program assistant position
- Onsite training posted two program coordinator I positions
- Accreditation posted a part-time position
- Jamie Brown from Camden Fire Department is the new trailer delivery driver
- Onsite training posted a trailer delivery driver position
- Steven Fields has replaced Fred Brandt (retired) in the print shop
- Julie McCabe was promoted and is the EMS Program Manager

- Tim Wojcik was reassigned to Emergency & Risk Management and reports to George Stapleton in Fire Marshal's office
- Amy Williamson is the marketing and special projects coordinator

#### **IV. Superintendent's Remarks**

Chief Ray presented the following updates:

- SC HazMat week was a success. Received positive feedback.
- Received mostly positive feedback from meeting around the state.
- Continue to work on instructor surveys.
- Legislative Day at the State House was successful.
- Fire Escape was a success. There was moderate participation and positive feedback.
- The SCIAAI three day training is onsite next week. Board members were invited to attend.
- IST Training is next week in USAR in anticipation of the newly formed internal state fire incident support team.
- Lenny Busby and Bob Simpson attended the FDIC conference.
- Managers have been sent budget requests for their departmental needs for the upcoming fiscal year.

#### **V. State Fire Marshal's Remarks**

##### **Finance Related**

**A.** George Stapleton presented the following updates on Chief Jones' behalf:

- We are in end of year spending. Deadlines have been given for purchasing of equipment and goods.
- We are at approximately 80 percent of the budget for this year, which is on target. We should not incur any shortfalls.
- We are working to complete ongoing projects.

##### **B. CPIP Project Updates**

- The fire station project started April 15. A construction staff member cut the electrical lines by mistake during renovation. Currently waiting for repairs to be completed. This project will take approximately six months with a completion date in October 2019.
- Received the bids on the dorm contract. Construction will start next week. Fifteen rooms are available for those attending the IST class.
- George Stapleton requested an emergency generator be added to the project for the cafeteria and dormitory.
- Drill tower project is on hold until the fire station and dorm renovation projects are completed.
- All of the air packs ordered through the AFG grant have arrived including 30 additional cylinders and 40 face pieces. This closes out the 2017 AFG grant. Awaiting approval of the 2018 AFG grant for turnout gear, extractors, and dryers.
- After receiving the bids to repair the fire hydrants, it was determined they should be replaced instead of repairing at a cost of \$49,022. This is scheduled for June 2019 and should take approximately 30 days.
- New tables and chairs have been ordered for the cafeteria at a cost of \$19,000.
- Received an ARFF Grant to purchase a new Oshkosh Striker truck. We will take possession of the truck in June 2019.

#### **VI. Section Reports**

##### Facilities

Greg Bass provided a facilities update:

- Experiencing fluctuations in inmate labor. This should improve with the hire of two full-time grounds employees.
- Larry Anderson is the new HVAC technician.
- We have contracted with Trane for two annual inspections for the entire site.

- Worked with State Surplus to remove unused items from the site including school buses, trailers and trucks.
- AARF truck has been repaired.
- David Laird briefly discussed the age and disrepair of some of the props. Was appreciative of the new equipment.

### Curriculum and Instructional Design

Bonita Watters provided additional curriculum updates:

- Hazardous Materials Awareness will be open for two instead of four weeks.
- 3309 will no longer be an online open enrollment class. It will move to the same format as the Hazardous Materials Awareness course.
- Fire Officer III pilots are complete. Received permission from MFRI to use their lesson and activities plans. We should be able to get through Fire Officer IV quickly.
- 3350 Water Rescue is moving forward with help from Tony Harnet from Surfside.
- Moving from Moodle to Blackboard in FY20.

### Training

Lenny Busby provided a training section update:

- Regional coordinators continue to attend fire department meetings.
- New recruit school started with 26 students.
- Region 5 provided AV support to the All Hazards Incident Management program.
- Received 38 sets of firefighter gear with 20 extra coats. This gear is in service. Several staff members have completed the NFPA 1851 program which allows us to inspect and repair minor damage to the turnout gear.
- Regional staff continues working with CLEAR team collecting data.
- JD McCarley worked with FAST Team and assisted after an incident in Lancaster County.
- Currently understaffed and instructor onboarding has begun.
- Region 5 had a 2019 IOW Blitz to acquire additional instructors.
- College recruiters and four demonstrations were scheduled for Fire Escape April 6, 2019.

### EMS

Julie McCabe provided a training update:

- First time EMS pass rate is 64 percent.
- Obtained additional clinical agreements with Lexington County EMS and Orangeburg County EMS.
- Working with LLR Legal Counsel to reduce the 14 page MOU to three pages.
- Participated as EMS section during Fire Escape.
- Working with curriculum to build an EMT and EMR lesson plans.
- Will be attending training and conferences around the country.

### Accreditation

Doug Spinks, Accreditation Manager, provided an update:

- Referred the committee to the report for numbers and statistics on testing.
- Equivalency and reciprocity numbers are increasing even as we continue to be short-staffed. Anyone with an urgent need should call to be moved up in the queue.
- Procured the NFPA 1001 test banks for the firefighter series in preparation of the course update.
- Working on NFPA 1403 for Instructor enrichment.
- We received approval extension of accreditation to NFPA 1072 HMA/HMO (IFSAC & Pro Board).

### Administration

Sherri Bush, Administrative Supervisor, provided an update:

- One member or administrative assistant will attend NFA State Weekend.

- All staff members are attending Microsoft training.
- Assisting accreditation until staffing issues are resolved.
- Consistently busy.

#### Marketing

Amy Williamson, Marketing and Special Projects Coordinator, provided an update:

- Delivered a six-day IMT class in Beaufort County.
- Ongoing database work flow project.
- Will be conducting several industrial site visits.
- Upcoming service project in Colleton County is May 30. The Region 1 service project TBA.
- Region 5 is conducting two large-scale instructor training IOW blitzes called Basics & Beyond.
- Working with Julie McCabe for EMS promotional material.

#### **VII. OLD BUSINESS**

- Received positive feedback on the regional burn policy

#### **VII. NEW BUSINESS**

##### Appointment of new Advisory Chair

Chief Mike Norket

- New Advisory Committee Chair will be announced at the 2019 Fire Rescue Conference

#### **XII: ANNOUNCEMENTS**

- Charles Lamoreaux is the new chief of St. Andrews FD in Charleston SC. He is also the president of the Charleston County Fire Chief's Association.
- SCFA Recruit graduation is May 9 at 2 p.m.
- Water heater in the FA administrative building failed and flooded the building.
- Fire Rescue Conference is June 24-29, 2019. The Explorer Competition is Friday night. The Memorial Service will be held during the conference - 100 people will be recognized.

#### **ADJOURNMENT**

Mike Benoir made a motion to adjourn. David Laird seconded. Motion passed with no discussion.

Meeting adjourned at 10:56 a.m.

The next meeting is Wednesday, August 14, 2019, in the South Carolina Fire Academy Conference Room.

*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.*