



Fire School Advisory Board Meeting Minutes Quarterly Meeting: November 9, 2022 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 in person in the SC Fire Academy conference room. To allow for social distancing, Board members also utilized video and teleconferencing.

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 10:00 a.m. by Chair Terry Sherriff.

Roll call of members:

SC Fire School Advisory Board															
Terry Sheriff	X	Mark Davis	A	Joey Suttles substituting for Kevin McClain	Z	Douglas Cline	X	Brad Stio	X	Brian Horton	Z	Joel Rogers	Z	Tommy McDowell	A
William Brocious	A	Phillip Moore	X	Harold Nichols	X	Justin McLellan	X	Thomas Tardo	A	Joshua Jordan	Z	Peter Dontje	Z		

P: Via Phone X: Present A: Absent Z: Via Zoom

VISITORS PRESENT: Ashley Boltin (via Zoom), Amy Williamson (Zoom), Bonita Watters, George Stapleton, Mary Allision, Rick Dunn, Tim Allen, Greg Bass, Terrell Brown, Nathan Ellis, Emily Joyce (Zoom), Rick Dunn, Joe Palmer, Jonathan Jones, Dennis Ray, and Sherri Bush.

- After roll call, a quorum was established.
- Superintendent Dennis Ray led the Pledge of Allegiance and Invocation.
- Joel Rodgers made a motion to approve the agenda. Justin McClellan seconded. The motion carried unanimously without discussion.

II. Approval of Minutes

Joey Suttles made a motion to approve the Aug. 10, 2022, minutes. Josh Jordan seconded. The motion carried unanimously without discussion.

III. Committee Chair Comments

Terry Sherriff's Remarks

- Asked for prayers for City of Beaufort employee who was injured in a non-emergency call
- Thanked Chief Ray for his years of service and dedication to the Fire Service and Fire Academy

IV. Superintendent's Remarks

Chief Ray presented the following updates:

- Discussed his upcoming retirement and his 31 years in government. His last day is Dec. 30, 2022.
- Monitoring current weather conditions as extreme cold is expected should staff be activated.
- Proud of team's performance during the ProBoard recertification
- Improving partnership with the NFA and the database transfer. SC is the first state to combine its registration form with the NFA form.
- Proud of partnership with various partners during the many conferences held in October

V. State Fire Marshal's Remarks

Jonathan Jones presented the following updates:

Financial Update

Chief Jones stated:

- This financial year is projected to be the best since the beginning of the pandemic. It is 52.6% year-to-date over this time last year in terms of overall revenue. The Academy is still down approximately 9% compared to FY19 or pre-pandemic. The best recovery is in municipal training – which is up 48% over FY22 and up 29% over FY19. EMD training is slightly skewed due to a large deposit in the first quarter of FY19, but is down 11% from this time last year and down 76.5% compared to FY19. Industrial training has increased 85% compared to this time last year - but still down 39% compared to pre-Covid.
- State Fire, in relation to the budget for the first quarter, is on track.
- Cash on hand: State Fire was \$2.256 million in the black at the close of FY22. Cash balance at the beginning of FY23 is about \$15 million.
- Completed the pay review for part-time instructors. Part time instructors will receive a letter with their new hourly rate. The existing average hourly rate for an instructor is \$15.84. With the newly implemented increase, the average rate will be \$19.40. The average increase is \$3.55 per hour. The hourly rate bands are determined by instructor classifications (which considers the complexity of the classes the instructor primarily teaches), workplace assignment, and years of experience teaching for the academy.

CPIP Project Updates

George Stapleton presented the following updates:

- Tower project is on hold due to the bid coming in \$267,228 over budget. To move forward, staff will return to JRC to ask for an increase in funding. Project still on hold.
- Parking lot project is complete.
- HVAC project budgeted at \$100,000 was completed with \$11,000 remaining. Those funds will either be used to purchase P-tak units for the dorms or transferred to another project. Decision pending.
- Consulted with an architect on the site bathroom renovation project. Approximately \$496,000 has been budgeted to complete. This is \$60,000 more than the original budget. Currently under review.
- The next two projects are installing emergency generators across the campus and the ARFF prop renovation.

Grants Update

George Stapleton presented the following updates:

- Received all 29 trailers that were replaced using the 2019 AFG Grant. This project will soon be closed.
- 2020 AFG grant was used to purchase a new fire engine. Delivery pending.
- 2021 AFG grant has been approved for \$530,000. It will be used for an exhaust system in the fire station, a mobile AARF prop, and 30 imaging cameras.

SCFA Section Reports

Facilities

Greg Bass provided a Facilities update.

- Purchased a new pump for the ARFF truck, refrigerator door, a tire-mounting machine. Also purchased a zero-turn mower for landscaping
- Cafeteria provided approximately 125 meals during Hurricane Ian
- Added a new pullover jacket to the store merchandise
- Filled landscaper position

Curriculum

Bonita Watters provided a Curriculum update.

- Updating HMA/HMO to the new NFPA standard with a course completion scheduled for Spring 2023.
- Fire Officer III has been submitted for reaccreditation updated to the new edition 1021.
- First offering of Fire Officer IV was held in July onsite.

Production

- After converting from Flash to HTML, Photovoltaic 101 is again available for enrollment. EV links will be posted in lieu of adding backdated courses.
- Added a part-time position to the Print shop. Steven Fields has returned part-time.
- Moved Print shop and Book room from Curriculum Production to Curriculum Development. Jeremy Johnson is the new supervisor.
- Offering the NFA Direct Delivery courses in the regions.
- CTC coordinator Jai-An Davis has completed all of the modules.

Training

On behalf of Terrell Brown, Erick Adams provided an onsite training section update.

- Highlighted the number of courses offered for students
- Juan Padin, Municipal Coordinator, resigned.

EMS

Dennis Ray provided an EMS update.

- Julie McCabe resigned. She now works for Charleston Fire Department as the Battalion Chief of EMS. She remains part-time with the Academy.
- Introduced Mary Allison - she is a part-time EMS employee at State Fire.
- Currently have nine EMS courses in the regions.
- Program Coordinator II position is an EMT instructor/coordinator. Interviews have been held, offer pending.
- Interviews for the Program Manager I position will be held in the coming weeks.

Accreditation

Dennis Ray provided an Accreditation update.

- Completed ProBoard recertification.
- In discussion pertaining to combining HMA and HMO into one class.
- Added the IFSAC pass rates to the Advisory Report.

Administration

Sherri Bush, Administrative Supervisor, provided an update.

- Administration is down one employee due to medical leave. Her duties are being divided amongst remaining staff.

Marketing

Amy Williamson presented Marketing and Special Projects updates:

- Reports list completed and upcoming events.
- Focus is on the upcoming programs and maintaining relationships with customers.

VI. OLD BUSINESS

- Chief Ray discussed the success of the ProBoard recertification.

VII. NEW BUSINESS

- Superintendent Dennis Ray is retiring Dec. 30, 2022. As part of the transition plan, George Stapleton, Nathan Ellis, and Chief Jones will step in and help administratively. Will soon post the Superintendent's vacancy.
- Chief Ray's retirement party is Dec. 2 at 3:30 p.m. in the Denny.

VIII: ANNOUNCEMENTS

- The 2nd Annual Fire Service Improvement Conference is scheduled for January.
- Firefighter Memorial Service is Feb. 11, 2023.
- Fire Rescue Conference is June 14-17, 2023, in Myrtle Beach, SC.
- Executive Chief Officer weekend is Feb. 17-18, 2023 at the SC Fire Academy.

IX. ADJOURNMENT

Joey Suttles made a motion to adjourn. Phillip Moore seconded. Motion passed unanimously without discussion. Meeting adjourned at 10:55 a.m.

The next meeting is scheduled for Wednesday, Feb. 8, 2023, in the SC Fire Academy Conference Room or via teleconference.

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.