



**Fire School Advisory Board Meeting Minutes
Quarterly Meeting: May 12, 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 a.m. by Chair Billy Dillon.

Roll call of members:

SC Fire School Advisory Board															
Billy Dillon	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	X	Justin McLellan	A	Terry Sherriff	X	Joshua Jordan	X				

P: Via Phone X: Present A: Absent

VISITORS PRESENT: Jonathan Jones, Dennis Ray, Kathleen Brantner, Ashley Boltin, Erick Adams, Julie McCabe, Nathan Ellis, Bonita Watters, Karen Rivera, Greg Bass, Amy Williamson, Doug Spinks, Susan Duncan, George Stapleton, Kevin McClain, and Sherri Bush.

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

II. Review of Agenda

Joshua Jordan made a motion to approve the agenda. Terry Sherriff seconded. The motion carried unanimously with no discussion.

Approval of Minutes

Mark Davis made a motion to approve the Feb. 10, 2021, minutes. Joshua Jordan seconded. The motion carried unanimously with no discussion.

III. Committee Chair Comments

- Chair Dillon commended Chief Jones and Chief Ray on the re-accreditation process and was appreciative to be a part of it.
- Thanked State Fire for supporting the 2021 Fire-Rescue Conference.

IV. Employee Updates

No employee updates.

V. Superintendent's Remarks

Chief Ray presented the following updates:

- SCFA was reaccredited for 19 out of 20 courses.

- SCEMA asked SCFA to help coordinate its first virtual conference. Amy Williamson coordinated the event with support from Amanda Highland.
- Newly-created course catalog is in a downloadable PDF format using the Fire Portal.
- Received positive feedback on the updated Orientation Guide.
- Working through COVID restrictions. Cafeteria has reopened.
- Increased the number of students allowed in the classrooms.
- Installed air filtrations systems in onsite buildings.
- Held April 2021 Fallen Firefighter Memorial service.
- Redeveloped the pump house prop.
- Fully staffed seven regional offices.
- Moving Florence regional office to Sumter. Howe Springs FD in Florence will ~~service~~ as a satellite office.
- Curriculum is working to update courses to meet new standards. There are several new courses in development.
- Managers are working on the next fiscal year's budget.
- Comments from the site-visit team include: "Rave reviews from the stakeholders," "incredible work making corrections," "hospitable," "well prepared," and "envious of our team."

VI. State Fire Marshal's Remarks – Finance Related

Chief Jonathan Jones presented the following updates:

- Revenue is down 12 percent for FY 21 due to the COVID-19 pandemic. This translates to approximately \$90,000. Down 37% percent in comparison to FY 19 or \$400,000.
- As of April 1, 2021, the Fire Academy is at 51 percent of its budget, the cafeteria is at 92 percent of its budget. Facilities is at 49 percent of its budget. Dorm is at 73 percent of its budget. The store is at 96 percent of its budget.
- Fire Academy cash balance is \$10.9 million dollars as of April 1, 2021.
- State Fire will receive its quarterly draw June 30, 2021, which is half of the One Percent money. Sixty-four percent is for the Fire Academy and 36 percent is for the Fire Marshal's office. This will be adjusted next fiscal year to increase the percentage going to the Fire Marshal's office.
- The .35% or \$4.8 million will be deposited into the Fire Academy cash account as well.
- Funds for the tower repair have already been transferred out of the Fire Academy cash account.

CPIP Project Updates

George Stapleton, presented the following updates:

- Dorm project is complete. Waiting for \$23,000 to be transferred from the dorms to a second project being handled by the Dept. of Administration to fix the fire station bay floors.
- Training tower project has been changed to another company. This project will be sent for bid once documentation has been submitted.
- HVAC project has a budget of \$100,000. Three units in building 22 have been replaced. Spent \$25,000 and have \$75,000 remaining. Two units in the cafeteria and one in the fire station still need to be replaced.
- Asphalt parking lots will be resurfaced. A new parking lot will be created at Building 22. A vendor under a professional services contract will prepare the bid documents. Once this is complete, this project will go out for bid.
- Phase I approval for the bathroom renovations. Seeking phase II approval that requires hiring an architect to prepare the bid documents and provide estimates and schematics. This is for the bathrooms in the cafeteria, training classroom, student processing, instructor building, etc.

Grants Update

George Stapleton, presented the following updates:

- Two outstanding grants for AFG. One is from 2018 and the other one is from 2019. They were both given 1-year extensions. Spent 99.13 percent of the 2018 grant and have \$4,771 out of \$548,000 grant. To close out the grant, staff will purchase accessories for the dryer/extractor that was purchased with the grant.
- Reviewing bid specifications for the records management system. There is \$177,000 allotted from that grant for this purchase. Thirty trailers will be replaced with the remaining \$427,000.
- AFG 2020 grant was submitted for a fire engine and is pending approval. The AFG supplemental grant is complete. Money was spent on COVID-related expenditures and have requested reimbursement.
- Of the \$20,000 NFA Grant, spent \$8,000 and are submitting documentation on the additional \$20,000.
- Posting the position sponsored by the SAFER Grant. This is a four-year grant position supporting the CTC program.

VII. SCFA Section Reports

Facilities

Greg Bass provided a Facilities update:

- Hired a new landscaper, Mike Hastings.
- Working to rebuild the pump house prop to be more realistic.
- Repaired Crash 1 control box. It is back in service.
- Reinforced the decking for one of the low boys for USAR.
- The seating capacity in the cafeteria has increased to 55 percent.

Curriculum

Bonita Watters provided additional curriculum updates:

- Instructor I & II have been updated.
- Staff is working with the AARF group on changes to the AARF program.
- Firefighter NFPA 1001 will be updated and moved to E7. Everyone will be switched over in August 2021.
- Staff is working to update Fire Officer I, II, and III. Staff is working on accreditation for Fire Officer IV.
- There are several other SCFA courses in development.
- Production has been instrumental in taking the training photos and live-streaming Recruit school graduations.
- Production has added PICO, DIMCO and STICO to Blackboard. Looking to add Incident Safety Officer. The second offering for FY 21 of the Fire Investigation class will use Blackboard as well.
- Added additional NFA course offerings due to other states being unable to deliver them because of COVID. There are two sections of plans review.
- SIMS is currently in development. A pilot should be ready this fall.

Training

Erick Adams provided an onsite training section update:

- Onsite Recruit school is a success.
- ARFF position has been filled.
- Several recruit schools ongoing in the regions.
- Several IOW and Instructor Orientation courses held in the regions.
- New Regional office map has been completed. All seven regions are staffed. Emily Joyce was hired for Region 3. Blake Filyaw was hired for Region 4.
- Submitted documents to hire 36 additional instructors.

- A proctor and lead evaluator class are available online. This is required for all instructors.
- JD McCarley, Region 2, created a video in conjunction with Production for the IFSAC visit.
- Miranda Turner, Region 6, helped with the I-300 and I-400 for SLED.

EMS

Julie McCabe provided a training update:

- Following regulation 61-7 revision, participating in the working group developed by DHEC. Look for notice of proposed regulation within the next two months. Final discussions will take place before it is submitted to the DHEC Board for approval. A new comment period will open.
- The 12th edition of the new EMT text book has been released. It will take approximately 12 months to upgrade to the newest edition for the EMT class.

Accreditation

Julie McCabe provided an update:

- Thanked everyone for their participation in the success of the accreditation recertification.
- Updates are in progress for the one remaining course.
- ProBoard reaccreditation is scheduled for next year.
- Updated accreditation and equivalency forms which are on the website. Starting to use the term “alternative credit form” for equivalency to reinforce the guidelines for applying for equivalency.
- Implementing an intelligent grading solution to replace scantron. Both systems will be in use while going through the learning process for IGS.
- Implementing the new Fire Instructor curriculum.

Administration

Sherri Bush, Administrative Supervisor, provided an update:

- Hired Kathleen Brantner as the new Records Coordinator.

Marketing

Amy Williamson provided Marketing and Special Projects updates:

- Completed the first ever virtual Fire and Life Educator class in January.
- Completed two virtual Burn Center Workshops with MUSC Burn Center and the James & Still Burn Center in Augusta. More than 200 students in each class.
- Completed the Virtual Elective Chief Officer Weekend in February. Next year’s weekend is scheduled for Feb. 18-20, 2022.
- Currently distributing the Industry and AARF customer newsletters.

VIII. OLD BUSINESS

- Chief Ray presented the Universal Fee Schedule.

X. NEW BUSINESS

A. Presented by Chief Ray

- Chief Ray discussed the partnership with the SC Firefighter’s Association to host the 2021 Fire - Rescue Conference.

XI: ANNOUNCEMENTS

- Registration is open for the 2021 SC Firefighters’ Fire Rescue Conference. The memorial service will be on Sunday at the Koger Center at 2 p.m. The banquet and transfer of command is Saturday night.

ADJOURNMENT

Brian Horton made a motion to adjourn. Joshua Jordan seconded. Motion passed unanimously with no discussion.

Meeting adjourned at 11:04 a.m.

The next meeting is scheduled for Wednesday, Aug. 11, 2021, 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.