



Fire School Advisory Board Meeting Minutes Quarterly Meeting: May 11, 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 10:03 a.m. by Chair Terry Sherriff.

Roll call of members:

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

P: Via Phone X: Present A: Absent

VISITORS PRESENT: Amy Williamson, Erick Adams, Ashley Boltin, Bonita Watters, Greg Bass, Eric Adams, Julie McCabe, Terrell Brown, Jonathan Jones Dennis Ray, and Sherri Bush

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

II. Approval of Minutes

Justin McClellan made a motion to approve the Nov. 10, 2021 minutes. Doug Cline seconded. The motion carried unanimously without discussion.

III. Committee Chair Comments

Terry Sherriff's Remarks

- Thanked SCFA staff for their contribution to the success the Fire Service Improvement Conference. Looking forward to the upcoming Company officer Academy.

IV. Superintendent's Remarks

Chief Ray presented the following updates:

- North Carolina Office of the State Fire Marshal will be onsite soon to tour Academy campus. North Carolina is looking at building ARFF props, similar to ours.
- NFA moved to online registration (only). Staff will combine SCFA online registration with NFA.
- ECO weekend was a great success. Event sold out and received positive feedback. Plans for 2023 are underway.
- Attended FDIC with Erick Adams and Joe Charleston.
- Currently serve as committee secretary of National Association of Fire Training Directors and attended a committee meeting while at FDIC.
- Finalizing specs for the new engine.
- Awaiting the delivery of trailers purchased with the AFG grant.
- Submitted 2022 AFG grant
- Collaborating with SC Firefighters' Association for upcoming Officer Academy and 2022 Fire Rescue Conference in Myrtle Beach.
- Basic Fire Investigation course continues to be success. Class offerings are full.
- Notices for the various webinars are sent out regularly. Attendance is high.
- Graduated 23 recruits in May. Ceremony was open to friends and family for the first time since the beginning of the pandemic. Next recruit class begins in August 2022.
- ProBoard is scheduled for reaccreditation.
- Second drone class scheduled in July.
- In this year's budget:
 - Approved the purchase of a Drone for production for high definition recordings.
 - Replaced the chairs in the Denny and classrooms.
 - Updating of Media kit equipment including laptops, phones, and projectors.
 - Purchasing of lawnmower.
 - Hiring a contractor to permanently locate the sewer line.
 - Adding backup power to each of the lift stations.
 - Replacing smoke machines.
 - Replacing window blinds
 - Purchasing set of extrication tools.
 - Purchasing special event kits.

V. State Fire Marshal's Remarks

Jonathan Jones presented the following updates:

Financial Update

Chief Jones stated:

- Total revenue increased five percent year-to-date compared to this time last year. Even though this is a gradual recovery, the SCFA is still down 33 percent compared to pre-pandemic training.
- Biggest loss to revenue is industrial training - down 71 percent compared to pre-pandemic industrial training.
- Municipal training has almost recovered - up nine percent from this time last year.
- EMD revenue is down 19 percent from last year and 37 percent pre-pandemic.
- Currently have \$123,456 in outstanding accounts receivable due to industry customers requesting 120 days to pay.
- Closed out 3rd quarter of fiscal year at 68 percent of budget - that is 68 percent spent, 10 percent encumbered, and 22 percent remaining. Some expenses will be carried over into next year.
- Cafeteria is at 78 percent of its budget - 13 percent is encumbered with 9 percent remaining. The PO for the food budget was increased due to rising costs.
- Dorm budget is 69 percent spent, 21 percent encumbered, and 10 percent remaining.
- Facilities budget is 52 percent spent, 19 percent encumbered, and 29 percent remaining.

- Fire Academy funding for USAR is at 63 percent spent, 5 percent encumbered, and 32 percent remaining.

CPIP Project Updates

On behalf of George Stapleton, Chief Jonathan Jones presented the following updates:

- Front parking lot project has been awarded and should be completed in June. This includes ARFF area gravel lot.
- There is \$75,000 remaining for HVAC project. The following four units will be replaced:
 - One in the Fire Marshal's office,
 - Two in the cafeteria, and
 - One in the fire station.
- Training tower has Phase II approval. Waiting for the bid package from architect. Set aside approximately \$750,000 for renovations. If the bid estimates come in more than this amount, the project may be placed on hold until after the recession. In this case, the project would have to be canceled and staff would start the process over.
- Asked for \$850,000 to pay for EMT tuition for two years, \$1 million for USAR to have its own budget, and \$10 million to build a new USAR building. Awaiting approval by the legislature.

Grants Update

Covered in Superintendent's remarks

VI. SCFA Section Reports

Facilities

Greg Bass provided a Facilities update.

- Sewer line struck by contractor. Hired a contractor to permanently mark SCFA line and the site is now part of 811.
- Dormitory water heater repaired.
- Hired Philip Wilson as the new fabricator.
- Costs increased in the cafeteria and dorms. Cafeteria inventory is low due to supply chain issues with vendors.
- Dorm rooms are full this week. Sales have increased in the cafeteria.

Curriculum

Bonita Watters provided a curriculum update.

- Upcoming instructor preview and update for the Fire Officer I and II. Additionally, starting in July, moving from the Jones & Bartlett to the IFSTA book.
- First Fire Officer IV scheduled for July. It is full and has a waiting list.
- Fire Officer III is currently being updated to 1021. Next offering is in September 2022.
- Auto Extrication Ops put on at Improvement Conference. It was a success. Working out logistics to host another class onsite.
- Confined Space update is moving forward as well as the Emergency Medical class.

Production

- Experiencing delays with book orders.
- Up-to-date on print orders.
- Working on conversions from Flash to HTML. Fire Chief 101 and Photovoltaic will soon be available.
- Amanda Highland, staff media specialist, graduated recruit school in May.

Training

Terrell Brown provided an onsite training section update.

- Resident training is accepting applications for eight part-time instructors.
- May 23 Live Fire Instructor Credential Class is full and has a waiting list.
- Regional coordinators attended a combined 58 meetings, assisted with 14 recruit classes, and graduated 236 students.

- Resident training is fully staffed.

EMS

Julie McCabe provided an EMS update.

- Working with Curriculum department to update EMT program to the 12th Edition of the Jones & Bartlett test book.
- EMS FTE position new hire packet has been forwarded to HR.
- Mt. Pleasant started EMT class this month.
- Julie McCabe was reappointed as secretary on the DHEC EMS Training committee.
- Operational Readiness exercises were a success.
- EMS/EMT instructors will receive eight CEU's if attending Aug. 20, 2022, EMS Instructor workshop.
- Hosted EMT New Instructor Orientation class.

Accreditation

Julie McCabe provided an accreditation update.

- Fire Officer IV was approved by IFSAC and is under technical review by ProBoard.

Administration

Sherri Bush, Administrative Supervisor, provided an update.

- Supported large CRR event in Denny.
- Working with staff to update the dorm portion of the database.

Marketing

Amy Williamson presented Marketing and Special Projects updates:

- Working on fire finance database and NFA data sharing projects.
- Continuing outreach efforts with partner associations.
- Supporting the Fire Officer Company Officer, the SUSAR conference, and Fire Rescue conference.
- Soliciting speaker suggestions for Executive Chief Officer 2023.
- Because of travel restrictions, some in-person events are being moved off site.
- Great success with webinar series. The next event is Women in Action with about 150 enrolled.

VII. OLD BUSINESS

- Still seeking speakers and presenters for various educational topics.

VIII. NEW BUSINESS

- Currently in ProBoard reaccreditation year. The goal is to have it finalized by June 1, 2022. They will review and provide feedback within 14 days. Site visit will be scheduled in the Fall.
- Beginning July 1, 2022:
 - Single meal in the cafeteria increases from \$7 to \$8
 - Salad bar increases from \$5 to \$6.
 - Breakfast cost remains the same.
 - Single dorm room increases from \$30 to \$50 (single occupancy) and \$15 to \$30 (double).

IX: ANNOUNCEMENTS

- July 8-10, 2022 is NFA State Weekend.
- Fire Rescue Conference will be in Myrtle Beach June 6-11, 2022.

X. ADJOURNMENT

Justin McClellan made a motion to adjourn. Joshua Jordan seconded. Motion passed unanimously without discussion. Meeting adjourned at 11:25 a.m.

The next meeting is scheduled for Wednesday, Aug. 10, 2022, 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.