



Fire School Advisory Board Minutes
Quarterly Meeting: November 13, 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 Billy Dillon.

Roll call of members:

SC Fire School Advisory Board															
Billy Dillon	X	Doug Cline	A	Brian Horton	P	Brad Maness	A	Joel Rogers	X	Jason Pope	X	Bill Stewart	P	Tommy McDowell	A
Joshua Jordan	A	Bruce Burding	X	Scott McClain	X	Justin McLellan	X	Terry Sheriff	X	Diane Woods	A	William Brocious	X	Tim Dickson	A

P: Via Phone X: Present A: Absent

VISITORS PRESENT: Julie McCabe, George Stapleton, Amy Williamson, Ashley Boltin, Lenny Busby, Doug Spinks, Bonita Watters, Greg Bass, Ariel Thomas, Thad Turner, Erick Adams, and Sherri Bush

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

II. Review of Agenda

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

Approval of Minutes

Justin McClellan made a motion to approve the August 12, 2019, minutes. Justin McLellan seconded. The motion carried with no discussion.

Motion of Changes to the Advisory Committee Bylaws

Joel Rogers made a motion to approve the changes made to the by-laws. Terry Sheriff seconded. The motion carried with discussion.

Motion to Appoint a Vice Chair

Jason Pope nominated Justin McLellan for position of vice chair. Terry Sherriff seconded. The motion carried with no discussion.

III. Committee Chair Comments

Chief Billy Dillion asked each person present for an introduction.

IV. Employee Updates

Chief Ray presented the following updates:

- Cafeteria is fully staffed.
- Maintenance department is fully staffed.

- There are two Program Coordinator I instructor positions posted nationally.
- There is a PCI for Special Operations reposted for HazMat and Rescue operations with some USAR duties added.
- Clarence Bennett will retire in December 2019. His position has been posted.
- Testing position closed with 92 applications. Six candidates will be interviewed.
- The Accreditation department was merged with EMR under Julie McCabe.
- Thad Turner was promoted to Accreditation supervisor.
- The equipment operator III position is posted locally.
- Caren Canup will retire in November 2020.
- Angelica Adams resigned.

V. Superintendent's Remarks

Chief Ray presented the following updates:

- Briefly discussed the upcoming conferences.
- Ongoing changes and upgrades being made to the database. Phase I has been completed. We are moving forward with Phase II - which will include online payments and automated billing.
- Pleased with the Academy representation at the difference associations and conferences.
- New podcast featuring interviews of fire services members by Chief Ray called "Palmetto Podium Supercast."

VI. State Fire Marshal's Remarks

Jonathan Jones presented the following updates:

Finance Related

Due to upgrades being made in LLR reporting system, Chief Jones presented an abbreviated Finance report.

- Academy has \$11.4 million cash on hand.
- Academy store made \$5,000 in profit in 2018, but the dorms and cafeteria meals are still being underwritten by the Academy.
- As of September, spent less than 37% of yearly budget
- Revenue was down, overall, as a result of the dorms being closed for renovation including Industrial training which decreased \$74,260.
- Total revenue for public training increased by about \$23,000 from last year.

VII. CPIP Project Update

George Stapleton presented the following updates:

- Obtained temporary occupancy for a portion of the newly renovated dorm rooms. Once the parking lot behind the dorms has been paved, the dorm project will be complete.
- Installing emergency generator in December.
- Remaining furniture will arrive next week.
- Fire station will be substantially completed around December 16, 2019. This includes painting, new flooring and gym equipment as well as installation of audio-visual equipment.
- Dorm room door keys have been replaced with card readers.
- Landline phones have been removed from all dorm rooms.
- Invoices for fire training are now available to view on the Fire Portal. We will begin accepting online payments in December through Easy Pay.

VIII. Section Reports

Facilities

Greg Bass provided a facilities update:

- Approximately 100 maintenance requests were submitted through the work request system.
- The maintenance staff renovated an EMS trailer for the landfill project.

- Maintenance staff fabricated a stage extension for the Denny and a new stage for the memorial.
- Installed new carpet and tile in Building 4.
- Cafeteria staff worked overtime to feed the FEMA staff members during Hurricane Dorian.
- Cafeteria store is featuring new items including shirts, jackets and mugs.
- SC Firefighter's Association installed a new gutter system along the length of the memorial.

Curriculum and Instructional Design

Bonita Watters provided additional curriculum updates:

- Interviews are scheduled for November 18 for Program Coordinator II position.
- Fire Officer III will be available in 2020. Applications for instructors are currently being accepted for review. Work on Fire Officer IV will begin once Fire Officer III is completed.
- Two pilots for 1123-Building Construction Awareness have been held. Building Construction Awareness will replace Building Construction Noncombustible and Combustible.
- There will be an instructor preview for 3331 Auto Extrication Operations in December. 3330 will remain in place and will be a pre-requisite for 3331. Each region submitted a list of names to become instructors for this course.
- Revisions for the firefighter series NFPA updates 1001, 1041, 1003, 1006 are in progress.
- Moodle has officially been replaced with Blackboard. The instructors should be receiving instructions on how to access the course materials.

Training

Lenny Busby provided a training section update:

- Current recruit school has 22 students. Previous class had 21 students graduate.
- EMD grant money has been reduced due to low enrollment of a large portion of the scheduled. Money was re-appropriated in order to keep the grant. Stressed the importance of filling these classes up.
- Nutrien competition ended successfully last week and is scheduled to be held onsite again in 2020.
- Army North reserve is holding an exercise evaluation onsite.
- Onsite AARF truck assisted in a fire at a junkyard in Columbia.
- Lynn Way was hired as a part time administrative assistant in Region 6.
- Resident and regional coordinators are working with Amy on several special projects and training events scheduled in 2020.
- First three classes in the Company Officer Development and Improvement (CODI) series are as follows: Shaping the Future, Training Operations in Small Departments and Health and Safety Program Manager. Asked that this information be shared with department staff and encourage them to attend. Once the series has been completed, students will receive a challenge coin.
- Executive Company Officer weekend is full with a wait list.
- Jay Dixson will assist in developing a series of one day instructor workshop.

EMS

Julie McCabe provided a training update:

- SCFA EMT course is being taught onsite every Wednesday through May 2020. The class is full with 12 students.
- We are now a NAEMT site which means we can now teach PHTLS, AMLS, and EVOS. We can now cover any re-certification needs for all levels of certification.
- Working with Charleston County EMS to develop a statewide High-Performance CPR course.
- Working with Midlands Tech to develop an evaluator training course for National Registry exams that we can push out statewide.
- EMR may eventually be added to the recruit school. Currently, there is a staffing issue due to student instructor ratio and overlapping recruit schools. Adding an EMT class to the recruit program will extend the training an additional 8 weeks.

Accreditation

Doug Spinks, Accreditation Manager, provided an update:

- Currently assisting Thad Turner in his transition to Accreditation Manager.
- Some of the pass/fail IFSAC totals are inaccurate due to the way data is collected in the database. Bonita is currently compiling a report with more accurate numbers.
- 12 students passed the Fire Investigation Challenge exam.

Administration

Sherri Bush, Administrative Supervisor, provided an update:

- Will post the Administrative Assistant position this week. The work in that office has been divided between Sherri and her staff. If someone needs something added immediately for promotion or a job interview, they can call and it will immediately be processed.
- Accepted into the CPM program. Will attend a retreat in November.

Marketing

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

- Provided handouts for events and conferences occurring in 2020.
- Is working on a website redesign for our division and a redesign of the database.

IX. OLD BUSINESS

- None

X. NEW BUSINESS

Revision of Bylaws

A. Superintendent Dennis Ray

The following changes were made to Fire Academy Advisory Committee By-Laws:

- The written statute, Section 23-10-10 was removed from chapter 10. The statute code was added to article I.
- The word chairman was replaced with chair on throughout the entire by-laws document.
- In article II, subsection D, the wording was changed from February meeting to each meeting.
- In article III, section 3, the word director was changed to superintendent.
- In article IV, section 1, standing committee was replaced with subcommittee. Subcommittee committees will be appointed by the chair as needed.
- In article IV section 2, the word assigned replaced committees.
- In article V section 4, the following statement was added: Members joining the meeting via conference or video call shall be included in the quorum.
- In section 6, the time frame for the Fire Academy to issue the agenda to the committee members was changed from two weeks to forty-eight hours.

B. Chair Billy Dillon proposed that a vice chair be appointed.

XI: ANNOUNCEMENTS

- Annual Fire Instructor Improvement Conference is January 24-26, 2020 at Hilton Garden Inn in Florence SC.
- SC Professional Firefighters Association changed their name to Professional Fire Fighters of South Carolina.

ADJOURNMENT

Billy Dillon made a motion to adjourn. Bruce Burding seconded. Motion passed with no discussion.

Meeting adjourned at 11:40 a.m.

The next meeting is Wednesday, February 12, 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.