

**South Carolina Fire Academy
Advisory Committee Quarterly Meeting
Meeting Minutes – March 25, 2013**

Members Present: Jim Still, Bruce Burding, Barry Davis, Phillip Delk, Skip Hannon, Rick Krob, Wesley Williams, Les Woods

Members Absent: Bryan Beason, Scott Loftis, Mike Norket, Joel Rogers,

Alternates Present: David Laird, Brian Moon, John Robinson, Alan Sistare

Non-Voting Members Present: Russ Friar, Joe Palmer, Shane Ray

Visitors Present: Phillip Russell, Tammy Rowe, Rick Dunn, Billy Gibson, Ken Kerber

Chairman Still called the meeting to order. Chairman Still was advised that a quorum was present.

Chairman Still everyone to recite the Pledge of Allegiance and Joe Palmer gave an invocation.

Chairman Still asked for motion to approve the January minutes. Motion made by Skip Hannon and Wesley Williams seconded. Minutes approved.

Chairman Still asked for the organization reports to be presented to the committee.

1. Information and Feedback – Shane Ray
 - a. Governors Order - Copies of the Governors Executive Order were distributed. Chief Ray stated the order was opened to the Fire Service to look out and discuss policy and procedures of the Fire Academy. Information was gathered from the Stakeholders meeting last year in order to start the Strategic Planning. May 15 is the deadline to have looked at the Fire Marshal statutes for changes. November 15 is the date for the full review of the Executive Order to be complete and recommendations back to the Governor. Chief Friar reported that the Academy is looking at all of their policies for any updates that may be needed. Chief Ray reported there will be another Stakeholders Meeting on Friday, April 19.
2. Financial
 - a. Contracts/Temporaries – All part-time employees are considered temporaries. We have as many employees as LLR on does on payroll when you consider all the temporary employees. Chief Ray has asked Human Resources to get the interpretation of contracting someone who is the state's retirement system. He is still waiting on a reply. When someone is contracted to write curriculum and then asked to instruct there becomes a liability insurance issue. Chief Ray reported a written policy will be

established once answers have been received back from Human Resources on the way we will pay instructors. The feedback will be brought before the committee and meetings will be held with instructors.

- b. Budget – A budgetary report of the Fire Academy was distributed and discussed. Chief Ray stated we can control movement of money from Personnel and Operating Expenses but the Fringe portion is set. Funds collected from the Fire Service and Industrial Clients are not figured into the budget presented. Les Woods asked about raising fee for cafeteria. Chief Ray stated Ray Williams and Tammy Rowe are looking into with others. We also need to consider that we are feeding 21 inmates twice a day free of charge. Chief Ray also reported that when we have left over funds the money can be moved to other areas. Chief Ray stated he didn't need help from the committee but he wanted input from the committee. Does not want to make money off of the industry and charge them more than it would cost to deliver the program and on the flip side does not want the Fire Service to have pay more. Chief Ray stated it is time to revise the Training Needs Assessment. Joe Palmer asked about the down revenue. Chief Friar stated that industry revenue is down \$164,000. Palmer asked if we were losing business or because of economy. Chief Ray stated it was due to both. Chief Ray also report he is working with an Industrial Working Group to revise the industrial training. Ray also stated that he thought some of problems were due to site condition. Palmer agreed that the site could contribute. Chief Ray reported that there is a need for a new vision for the site and training needs assessment. Chairman Still asked if cafeteria could be contracted out. Chief Ray replied he thought it could. Chief Friar stated that issue had been looked into in the past and an outside vendor required a set number of meals per day. Chief Ray reported that he has asked Finance why the cafeteria and dorms budget had to be separated and was told that's how the Legislative wanted it. John Robinson asked if the cafeteria gives him a budget to operate. Chief Ray replied no, we just get the appropriated amount. Chief Ray reported that this is the first time in a year that we've seen a budget.
- c. Travel / Fee Structure – Chief Ray reported at one time we were paying \$47,000 a month in travel reimbursement. We have to look at our travel policy. We have always used LLR's but we need to create our own if allowed. Chief Ray reported we would be putting a policy in writing.
- d. By Laws – Chief Ray presented changes for By Laws. All changes were approved. Tammy Rowe will compile New By Laws and have draft at the next meeting.

3. Site – Russ Friar
 - a. 329 students attended Southeastern. Very good comments were received except for 1 course. The expenses were \$4,073.
 - b. Working on developing catalog and course dates. Working on getting the right classes in the right areas. Dates to be out by May 15. Regional Meeting is being held on March 27. Will be looking at how much each class will cost to be delivered. Laying ground work on how many classes can be taught.
 - c. New database will go live on April 1. Other phases will be added. A unique number will be generated for each student and that number will take the place of their social security #. Will be working on how to inform students of their identification number. Eventually students will be able to access database to check their own transcript.
 - d. Online registrations will stay the same.
 - e. Staff is working on Fire Rescue Conference and International Fire Chief Conference to be held in June along with other projects.

Regional Report – Phillip Russell

- f. Russell reviewed a handout of regional training report.
- g. Regional meeting to be held on March 27 to discuss next catalog dates.
- h. Will be interviewing 4 candidates for the Charleston Regional Coordinator on March 28.

Instructional Design - Rick Dunn

- i. Dunn distributed and discussed an Instructional/Design handout.
- j. Blended learning courses can be advertised in the catalog throughout the regions.
- k. Chairman Still asked if the same First Aid course was being used for Recruit School. Chief Friar states everything is still the same.
- l. Chief Friar reported that North Carolina will only issue IFSAC certificates for residents of North Carolina only. He met with Wayne Bailey who stated if a South Carolina resident attended a North Carolina IFSAC course the student would be given a letter stating they completed the course. The student presents the letter to the Fire Academy and the student will be granted reciprocity and an IFSAC certificated would be granted from the Fire Academy.
- m. Chairman Still asked about AJ's position. Chief Friar replied that the paperwork is at Human Resources waiting to be posted. Kimberly White with the assistance of Emory Johnson is filling the position until a replacement can be hired.

Standing Committees:

Facilities Committee – no representative

Chief Friar reported old Class A burn building is out of service due to Kill The Flashover.

Old Business

Chairman Still asked if Phillip Hill has been appointed to the Committee. Chief Friar replied that Chief Ray is waiting to know who proposes his name to the LLR Director.

Bruce Burding reported that he will be sending an email blast in reference of getting notifications to elected officials.

New Business

Chairman Still reported that the Vice Chairman should be elected in July.

Les Woods announced that an increased ISO Rating is being giving to Fire Education programs.

Adjourn

The next regular quarterly committee meeting is scheduled for July 10, 2013 at 10am.

With no other business the meeting was adjourned with motion made by Rick Krob and seconded by Les Woods.

Respectively submitted,

Russ Friar
Recording Secretary