

**South Carolina Fire Academy
Advisory Committee Quarterly Meeting
Meeting Minutes – November 13, 2013**

Members Present: Jim Still, Scott Loftis, Bruce Burding, Phillip Delk, Brian Horton, Mike Norket, Laurie Rose, Alan Sistare, Shannon Tanner, Les Woods

Members Absent: Barry Davis, Skip Hannon, Joel Rogers

Alternates Present: David Laird, Brian Moon, John Robinson, Dianne Woods

Non-Voting Members Present: Shane Ray

Visitors Present: Phillip Russell, Tammy Rowe, Rick Dunn, Lenny Busby, Cecil Anderson, Amy Williamson, Brent Turner, Tim Wojcik, Ashley Boltin

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

Chairman Still asked everyone to recite the Pledge of Allegiance and Tim Wojcik gave an invocation.

Chairman Still asked for motion to approve the July minutes. Motion made by Dianne Woods and Alan Sistare seconded. Minutes approved.

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

1. State Fire Marshal – Shane Ray
 - a. No Report.
2. Superintendent – Vacant
 - a. Database Report – Phillip Russell – Project Manager
Phillip reported that the catalog should go online today as a searchable document.
 - b. The goal is for all students who register electronically receive an email confirmation instead of a postcard.
 - c. Question was asked if a back-up list will be maintained if the course may cancel – Phillip reported not at this time.
 - d. A demonstration was given on the electronic version of the catalog.
 - e. Question was asked if a student gets an email when registration has been approved. Phillip replied yes.
 - f. Question was asked what happens if a department is not computer savvy to look at catalog. The reply was the fire department can search for their regions and print list or fire department can contact their regional office to get information printed for them.
 - g. Phillip demonstrated the new Fire Portal. Chairman Still urged everyone to get on the portal if you have not been on.
 - h. Question was asked how we get SCFID #. You can sign onto the portal and you can get your #.
 - i. Call Phillip or Susan Duncan to get signed up for portal access.

Regional Training – Phillip Russell

- j. FY13 Regional Report was presented.

Resident Training – Lenny Busby

- k. FY13 Resident Training Report was presented.
- l. Alternative Fuel Vehicle Training will be held on December 18.
- m. Kill the Flashover will be held on February 10 – 14. There will be 3 classes presented for a total of 60 students to participate.
- n. Southeastern Fire School is March 8 – 9. New this year will be an Explorer Challenge on Saturday and a Fire Dept Cook Off on Saturday.

Instructional Design - Rick Dunn

- o. Quarterly Report from July – October 2013 was presented.
- p. Motion was made by Les Woods to comply with NFPA, 1403, to move the forcible entry elements to 1152. This will increase the hours of the entry course to 105 not including the evaluation phase. Mike Norket seconded and motion was approved.
- q. Motion was made by Phillip Delk for NFPA 1001 (2013) to remove the required 1-minute donning time for PPE. After major discussion, the SME group felt “proper donning” is more important but a minimum time was needed. Using NFPA 1710 and 1720 as a reference, donning PPE and SCBA will be donned in at least 2-minutes without automatic evaluation failure. Bruce Burding seconded and motion was approved.
- r. Brent Turner is chairing a committee to revamp Instructor Policies. Target date to have in place is January.

Old Business

Chairman Still reported that this is the first time training sites can submit for AFG Grants. Lenny Busby reported that the academy has submitted for air packs and Phillip is working on researching trailer needs.

Chairman Still commented on the 6 burn trailers that cost a huge chunk of change. Philip reported the goal is have trailers in the regions and the trailers can be picked up from the regional office. The burn trailers could be utilized more with more equipment.

Chairman Still asked what the plans are to build deliverables for forcible entry, etc. Phillip stated 42 burn buildings around the state. There is a plan for a needs assessment to identify that is needed in the field on onsite.

Tim Wojcik reported that 3 EMR courses were piloted and he is working on assessing the courses. Main concern is being prepared when the programs kicks off. Looks like it will be a huge program.

New Business

None at this time.

Announcements

Les Woods thanked everyone for participating in the side by side burn. They are looking forward to participating in the conference January 10 – 12. This is his last meeting, Dianne will their representative.

Fire & Life Safety Education Day is scheduled for February 22 at Edventure.

International Association Fire Chiefs conference will be held January 26 – 30.

Chairman Still thanked the Academy Staff for everything that they have been involved with.

The next scheduled meeting is Wednesday, February 12 at 10am.

Adjourn

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

Respectively submitted,

Tammy Rowe
Recording Secretary