



Fire School Advisory Board Minutes
Quarterly Meeting: August 8, 2018 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 Mike Norket.

Roll call of members:

SC Fire School Advisory Board															
Jonathan Jones	X	Mike Benoir	A	Brian Horton	A	Brad Maness	A	Joel Rogers	X	Billy Dillon	X	Bill Stewart	X	Tommy McDowell	A
Mike Norket	X	Bruce Burding	X	David Laird	X	Justin McLellan	X	Terry Sheriff	X	Diane Woods	A	Barry Davis		Tim Dickson	A

P: Via Phone X: Present A: Absent

VISITORS PRESENT: Lenny Busby, Bonita Watters, Amy Williamson, Ashley Boltin, Susan Duncan, George Stapleton, Lindsey Russell, Erick Adams, Brick Lewis, M. Kyle Minick, Tim Wojcik, Doug Spinks, Duane Cassidy, Julie McCabe and Sherri Bush.

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

II. Review of Agenda – Bruce Burding made a motion to approve the agenda. Justin McLellan seconded. The motion carried with no discussion.

Approval of Minutes

- Justin McLellan made a motion to approve the May 9, 2018 minutes. David Laird seconded. Bruce Burding requested a correction be made to Section 8 of the report. This motion carried.

III. Employee Updates

Chief Ray presented the following updates:

- A. Greg Bass will begin as the Facilities Manager on August 17, 2018.
- B. Jose Castro has been hired as the dorm coordinator.
- C. Harold Taylor was hired as a part time cafeteria employee.
- D. John Kester retired after 36 years of service.
- E. AJ Esposito is out on extended sick leave.
- F. Sean Davis has accepted a position at McCrady National Guard Training Center.
- G. William Renken has taken a position at LLR as a Website Designer.

IV. Superintendent's Remarks

Chief Ray presented the following updates:

- A. Kyle Minick is the new Executive Director of the Firefighter's Association.
- B. Chief Ray continues to attend chief's meetings throughout the state.
- C. Held a budget meeting for all managers.
- D. Discussed ideas and changes for the database.
- E. Discussed the success of the 2018 Fire Rescue Conference.

V. State Fire Marshal's Remarks

Finance –Chief Jonathan Jones presented the following updates:

- A. Discussed meeting with the SC State Senate about the fire service
- B. Discussed the implementation of the recommendations made by the LAC.

- C. Gave a summary of the FY18 budget including revenue from registration, dorm, cafeteria and store expenditures and 1 percent money.
- D. Discussed the \$100,000 upgrade to the AV system in the Denny Auditorium.
- E. The funds to pay for the fire station renovation have been transferred to the Dept. of Administration. Renovations are scheduled to begin in the fall.
- F. Discussed big picture items for FY19 including redesign of the LLR website, preventative maintenance on apparatus, replacement of gear, prop repairs, installation of security cameras, replacing AV equipment in classrooms, etc.
- G. Briefly discussed the course cancelations and rescheduling.

VI. Sub-Committee Reports

David Laird discussed the following for maintenance

- CIP Projects: training tower, fire station and dorm renovations
- New computers were added to the classrooms
- Landscaping upgrades will continue when the weather is cooler.
- New signage has been installed throughout the site.
- New Maintenance Reporting System is operation and working well.

VII. Section Reports

Curriculum and Instructional Design

Bonita Watters provided additional curriculum updates:

- The second pilot for 2133 Building Construction for Company Officers received positive feedback.
- The pilot for 2103 Fire Office III in Charleston is full.
- Clarified the purpose of the 4176 course.
- Lesson plans for the IOWs are being developed.
- The NFPA 1001 updates have been delayed.
- The HMO (Hazardous Materials Operations and HMA (Hazardous Materials Awareness) updates were changed to the new format on July 1, 2018. All changes will be made in October and will be official in November 2018.
- Driver Operator has to be updated by December 1, 2018. The updates will be sent to instructors.
- All of the classes in the leadership series have been updated.
- Incident Command is going to be divided into two individual courses.
- 3350 Water Rescue Operations is being rewritten to include 1006 and 1610. It will also address surface and flood and swift.
- The new Vehicle Extrication is currently at the operations level.
- A full time developer position is being added to the Curriculum Dept. This position will focus on online materials.
- We are transitioning from Moodle to Blackboard

Training

Lenny Busby provided a training section update:

- Advised that the numbers listed in the report are an average. The regional coordinators are meeting face to face with training officers and regional coordinators in an effort to increase training numbers.
- Discussed increased competition for training.
- In contact with various industries for training in and out of state. Recently sent instructors out of state to teach.
- Received a \$20,000 HMP grant for HazMat Rescue equipment.
- State Fire has partnered with SLED on Active Shooter Training. We have three instructors who are able to teach this course.
- The Pot Ash 2 day training will be held on site again this year.

- Briefly discussed trailer delivers for regional training.
- Briefly discussed regional meetings with fire departments.
- Briefly discussed requirements for being instructors.
- Billy Dillon discussed the issues his region is having getting attendance for the Active Shooter training. Requested an online awareness version for the fire service for this course. Lenny explained that it would be difficult to only teach one portion of the program. Possibility of a one day face to face awareness program.
- Advised against adding students to the recruit school once it has begun.

EMS

Tim Wojcik provided a training update:

- Will be hiring 11 new part time EMS Instructors.
- The EMT class in Hartsville is ongoing.
- In talks with several departments to do some ACI EMT classes starting in the fall.
- Received budgeted funds this year for the first time.
- Requested some additional supplies for training.

Accreditation - Doug Spinks, Accreditation Manager

- The Class E Driver training has begun and is successful so far.
- Briefly discussed pass/fail rate for accreditation (see report).
- Fire Office III was awarded Pro-Board Accreditation.
- Chief Ray has received some feedback regarding study guides for IFSAC testing, currently assess cost.
- The \$20,000 NFA grant has been approved. Reviewing options to use funds other than for training.
- Assessing issues with the scanners and the possibility of obtaining new scanners.

VII. OLD BUSINESS

Follow up pertaining to new policy was given by George Stapleton:

Lockout Policy

- This policy was immediately successful. Have already received payment for some delinquent accounts.

Retest Policy

- Discussed at length the retest policy for the recruit schools. Open enrollment and retest policy will be ready for approval at the November meeting.

VIII. NEW BUSINESS

Regional Coordinators Policy

- The purpose of this policy is to provide framework in executing efficient and effective regional operations, with a primary focus on exception customer service.

Recruit School Policy

- The purpose of this document is to provide SCFA regional office staff a framework in coordinating and executing a regional recruit program. While designed to provide flexibility, its purpose is also intended to support and uphold decisions made by regional office staff.

State Fire Policy updates

- Chief Jones is working with LLR to place instructor updates to include downloads and all non HR related State Fire Policies on the LLR Intranet. These policies are in process of being revised.
- Chief Jones would like the Fire Advisory Committee by laws reformatted and approved and placed on the LLR intranet.
- In reference to the student that passed away in December in an industrial course, the OSHA investigation has been closed. Was deemed a medical event. No citation was issued.

XII: ANNOUNCEMENTS

- Leadership Institute sponsored by the Fire Firefighter's Association will close out on August 31, 2018. It will be held at Columbia Convention Center and Colonial Life Arena.
- The Firefighter's Association quarterly meeting will be held October 24, 2018 at 10:00 am at State Fire in the Denny Auditorium.

ADJOURNMENT

Mike Norket made a motion to adjourn. David Laird seconded. No discussion.

Meeting adjourned at 11:52 a.m.

The next meeting is Wednesday, November 14, 2018, 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.