



September 13 -15, 2023
Fall Work Session Berkeley County

Attendance: Malcolm Burns, Randy Arant, Brian Christmas, Pierce Womack, Jason Dennis, Josh Holzheimer, Ross Vezin, Terry Sheriff, Brad Kavetski, Kevin Henson, Joe Palmer, Jamie Helms, Brick Lewis, Zorrina Harmon, Ashley Boltin.

Wednesday September 13, 2023

11:00 am Called to order by President Malcolm Burns

Invocation & Pledge by Joe Palmer

President Remarks and explained why he choose Berkeley County to host the Fall Work Session.

Berkeley County presentation by Chief Bob Maibach Goose Creek Rural FD, Chief Ben Waring Pine Ridge FD, & Deputy Chief Lee Wadford North Berkeley FD.

Lunch was served.

A motion was made by Josh Holzheimer to accept the August 8, 2023, minutes as presented; seconded by Brian Christmas. All in favor.

Committee Reports

Legislative – Brian Christmas – We have had a committee member swap, as someone ask to come off and we have replaced them. We met with Chief & Cindy to review what when on legislatively last year and had discussion on thoughts for the coming year. Our next meeting will be to set our direction for the coming year.

4th VP – Jason Dennis – He has been active with the finance committee in reviewing the budget and had the opportunity to sit in on the Officer Academy selection.

Past President – Josh Holzheimer – Nothing to report, just working on projects that were assigned by the President.

Member Benefits – Ross Vezin – On August 29th we met, and updated our partnership with Dell Computers, Mattress Firm, William Wood Watches, & Top Golf. Will Glover just updated his Active911 for Kershaw County we are working to see if we can get a group deal for our state. We are working with the CPM to try to get everything they offer updated on our website.

Training & Education – Terry Sheriff - September 8th the committee meet. Our next training will be October 25th in North Charleston for our quarterly meeting we will have guest speakers Candice McDonald and Rebecca Harned. Fire Service Improvement Conference will be January 18 – 21, 2024 the host hotel will be the Double Tree off Bush River Road in Columbia. We have a lot of great classes to offer, check the website for class descriptions and registration. The T & E Committee is currently working on Strategic Plan Goal 3B. October 1 -6, 2023 we will hold the next Fire Officer Academy at SCFA. Looking for thoughts of the group on E – Books & Qualifications for Fire Instructor 2 for live burns. We have an open line of communication with Jason Pope which is great, and we want to make sure we keep it that way. It was brought up that testing is no longer allowed at the CTC schools. You must test at a designated testing center, there is concern that this will hurt the success of the program.

Strategic Planning – Kevin Henson – The committee will meet on September 28th. There has been some discussion with the presentation that the Coast Guard gave last meeting that they need our support on the lobbying efforts.

Administration Report - Brick Lewis
ACCOUNTANT/BOOKKEEPER 2024 Fire-Rescue Conference Vendor Registration Phase I (previous vendors) has opened and we have received several booth space registrations.

1% ACCOUNTING SERVICES In the process of creating the Association membership invoices which will be mailed out on Monday, October 2nd.

COMMUNICATIONS COORDINATOR

Project: New employee application

Status: Complete

Summary: Worked with Jamie to create an online application for Association jobs

Project: Employee Handbook

Status: Ongoing

Summary: Redesigning and refreshing the look of the Employee Handbook at the direction of Deputy Director

Project: Article and infographic on firefighters and Parkinson's; assisted by Stephanie Julazaduh

Status: Article approved by Stephanie; infographic TBD/ongoing

Summary: I was tasked to work with Stephanie to write an article on the connections between firefighting and Parkinson's disease. Stephanie has approved the article.

Needs: Guidance on how deep we want to take this. The article is ready to be published after review by Executive Directory and Health & Safety Chair

Project: Health and Safety bingo card, weekly campaign written through 2023

Status: Design card and launch complete, campaign ongoing

Summary: Worked with Brad K and Brick to complete the Health and Safety bingo card. We made recommended changes to Brad, and they were approved. Design was approved. The rules of the game were written, approved, and posted on the agreed upon launch date of September 1. I have written weekly messages for now through December 2023 re the bingo card. Messages ready to publish. Cards printed for staff to take on travel and 50 designated for committee members to give out

Project: Heritage Center documents

Status: Design complete; waiting for direction re Colonial Printing

Summary: Worked with Carter and ED to produce 3 documents for the Heritage Center to include a one pager, a trifold, and a donation summary document.

Needs: Direction from Heritage Center liaison and/or ED re Colonial Printing

Project: Recruitment and Retention survey and analysis

Status: Survey complete and no longer being advertised; analysis ongoing

Summary: It was determined to send all fire chiefs a recruitment survey to gather a needs list and to assist the R/R Committee in goal setting. The survey was approved by R&R Chair and moved forward with emailing all fire chiefs, including the survey in our social, and adding it to Rattle Watch throughout the month of August. The survey was "closed" August 31 and results were downloaded and provided to ED.

Needs: direction what to do with the survey results

Project: Guidelines on sharing non-Association fundraisers or events

Status: Preliminary brainstorming

Summary: Development of a guide on how the Association shares fundraisers/events/general information from outside agencies. It is typical for us to be asked to share xyz with the membership which we gladly do on our social channels, website, and newsletter(s); however, lately, the requests have been more specific, asking for us to email the membership. This is a sacred function that is held in very high regard and not something we do just because we are asked to. I am drafting the language that sets these guidelines so that staff has supporting documentation for how/why we do or do not do share outside information.

Routine tasks

- FireWire (published since last EC meeting)
 - August is Wills Month
 - New member benefit: Discounts at Mattress Firm
 - Celebrate the career of Tony Dicks
 - Darlington Raceway's First Responder Day is September 3
 - New member discount: Save when you buy at Dell
 - Play along with Health and Safety Bingo

- You're invited to First Responder Night with the Greenville Swamp Rabbits
- Weekly newsletter
 - Writes, designs, curates
- Monthly Officers Section newsletter
 - Coordinates with OS leadership on monthly article(s)
- Monthly Officers Section "The Jive"
 - Coordinates and aids in logistics of going Live
- Web updates
 - Added H&S bingo card to H&S page
 - Removed LSE Section info
 - Added Side by Side to Resources under Advocacy
- Postcard for Quarterly
- Social media content

Looking ahead to next month

- Quarterly marketing
 - Membership email, social, FW, newsletter
- OA 24-01 applications open October 2
 - Notifying OS members in the September OS newsletter
- OA 23-02 first week of October
- FSIC marketing
 - Flyer, emails, social, FW, newsletter
- Fire Prevention Week
 - Local Fire Fest/parades/etc

1% CORRINATOR

- Regional 1% Classes
 - Recent Completed Class
 - August 24th, 2023, Beaufort County 1% Regional Class hosted by Bluffton Township Fire District – (28) attendees, (9) Fire Departments Represented, (3) Counties represented by attendees
 - Upcoming Classes
 - October 17th York County
 - Currently 53 registered (*at least one attendee has registered from every York County FD*)
 - Working on a potential class for Calhoun County in November
 - Continuing to work on 1% audits and 1% FD meetings
 - Working with departments requesting 1% & Member Benefits Presentations

1% ACCOUNTING SERVICES

- Working with county treasurers on division of 1% funds to fire departments as well as to ensure FD's not in good standing, that 1% funds are not distributed
- Released the SCSFA Members in Good Standing list
 - Website
 - Social Media
 - FireWire & RattleWatch
- Finalizing SC Notary application
- Finalized the USC Government Finance Officer Training Program
 - THE USC administers and manages this training on behalf of the Government Finance Officers Association of South Carolina (GFOASC). Successful completion of the program will result in designation as a Certified Government Finance Officer (CGFO).
 - This course was recommended by Larry Finney
 - Classes (September 14, 2023 – March 22, 2024)
 - Financial Planning and Budgeting
 - Capital Planning and Forecasting
 - Financial Management
 - Governmental Accounting
 - Financial Reporting and Auditing

Supervisory – Joe Palmer – Yesterday, departments that receive 1% monies that invest into a retirement system outside of the SCSFA system we offer held a zoom meeting to go over the 10-question questionnaire to make sure they understand the liability and responsibilities of investing this money. We have 25 departments that fall in this category and 22 of the departments were present on the zoom meeting. On October 10th we will have a repeat of the same meeting. Our attorney Jim Rourke is working on a flow process of how folks can come into our system if they were to choose to.

Operations Team Report – Ashley Boltin

- NVFC will be traveling to New York City for the Fall Meeting
- 2024 LI Applications closed we ended up with 21 applicants.
- Had the opportunity to visit with our departments in Marion, & Florence Counties to help with delivering of Membership Cards & Cancer Buckets.
- 2024 Vendor Registration is now open
- Operations team is working on getting budget items cleared up before year end.
- Ashley will be heading to Appleton with LI this month.
- Ashley will also be helping with FIERO Station Design Conference in Greenville

History

- Traveled to 12 depts. delivering “decon buckets” & membership cards

- Met with Memorial Plaza committee re: memorial service & Jerry Williams monument dedication.
- Traveling to Appleton w/ Leadership Inst. (9/18-21)
- Working w/ frame shop on displays, creating new display boards, Scotty Jacobs constructing cover for water main display
- Researching history St. John's FD, Fort Lawn FD, Heath Springs FD, Hanahan FD, Calhoun Falls (LODD), Great Falls FD

Speaking Engagements

- Invited to speak at Horry County Fire/Rescue recruit graduation (9/15)
- Invited to speak at 150th Anniversary of Newberry FD (9/30)
- Worked w/ Sumter Item on 9/11 article.
- Speaking at Officers' Fire Academy (10/1)

SCFAST

- PeerConnect
 - Our Steering Committee meeting has gone to just Thursdays at 11:00
 - SCLEAP has signed the MOU
 - We just did updated training for SCFAST members the last two weeks. New departments are coming about and requesting SCFAST to be their Peer Team, so we will potentially becoming busier near the middle/end of this month with app activity.
 - We are working to find more Content/Counselors/Groups/Clubs/Retreats to add to the "Services" tab to have as many as possible available to the participants.
- There are a couple of storms brewing, it seemed prudent to change to the backup dates April 4-7, 2024. Rick and Brooke have made the changes to the webpage.

PTSD-911 Movie

- So far in for ticket sales we have
 - NMB-7
 - Columbia-1
 - Greenville-5

Training

- Information about SCFAST/SCSFA
 - FAST had 13 in training at Dacusville Tuesday night.
- Marlboro County EMS September 11, 12, 13 and 14
- Pickens EMS 1.5-hour training-September 18-21 each day from 10:30-12:00.
- Working to schedule Suicide Awareness Training with all of Pickens County
- Lancaster EMS October 23-24, 2023
- South Greenville FD Officers February 26-27, 2024
- Working to schedule with Abbeville City and Pickens County

Working on, trying to get done before end of September:

- Getting with Brick to order iPads
- Shirt Order specifically for Coordinators
- SCFAST blue polo shirt orders from Emerald Ink.
- Scheduling 2024 Serving Servants Summit and Coordinators training/Retreat (not sure what to call it)

Training & Education

Quarterly Training

Dr. Candice McDonald was booked for a Quarterly Training. This is a general overview of recruitment and retention. I have worked through a scheduling, travel details, and accommodation plan.

As soon as the second speaker is announced, Rick will provide support as needed and added to the event web page.

Rick built the Quarterly website for marketing to include a registration. This information was shared with Brook for distribution.

FSIC

Based on the directions from the T & E committee, Rick has reached out to multiple instructors.

Communications from SCDOT concerning acquired structure availability was not promising. After a discussion with Ashley, Rick began working on a Plan B for locations, and has secured using the SC Fire Academy, Lexington County Training Center, and Columbia Training Center for these alternative locations.

Officer Section Leadership

The Officer Section will meet September 19th in the office for an in-person meeting. Their agenda includes the completion of a plan to share the mission of the section at the local level as well as reports from the bylaws ad-hoc committee.

Officer Academy

The final roster for the October FOA is set and Jana has sent invoices for the program.

28 of the selected 30 applicants successfully completed the online assessment. On September 6, the Selection Committee met and picked the final roster from the submissions. All selected were notified and provided registration information and timelines.

Fire Chief 101 – After meeting with Joe and Jamie, I reached out to Rebecca with MicroBurst Learning on providing a quote for the development of curriculum of Fire Chief 101. I received a quote and received approval for the work. They will provide an invoice for the work before the end of the month to ensure 2023 funding as directed.

Special Projects

Meet with Josh Fulbright & Nathan Ellis to help develop a policy for the new Burn trailer that was donated, there have been several requests for use.

Burn Kits, we have multiple requests for the month of September/ October
This week he will be delivering to Cordova & Camden.

Working hard to get all the Cancer Buckets delivered and membership Cards.

Working with a shop in Irmo to get a new Sprinkler Coalition backdrop & pop up signs for meetings.

Deputy Director – Jamie Helms

- We have evaluated the burn pod and burn kits and we think that the new burn pod will handle the amount of burn request we receive each year, we are evaluating the smaller burn kits of the need for them.
- We have redesigned our exhibit floor plan for the 2024 Fire – Rescue Conference next year, we will be in the center next to the History booth.
- We have purchased a vehicle for SC FAST.
- We need to decide what we are going to with the LSE Section, they are not and have not been active.
- We have been cleaning up the employee handbook and have it for your review.
- We have hired a new Administration Assistant Kim, she is a ff/emt in the state of Maine.
- The foundation is interviewing again to get someone on board for their opening.

A motion was made by Josh Holzheimer to recess for the day; seconded by Randy Arant. All in favor.

September 14, 2023

A motion was made by Brian Christmas to reconvene at 9:02 am; seconded by Josh Holzheimer. All in favor.

President Burns turned the meeting over to Randy Arant & Joe Palmer for the budget presentation.

Joe Palmer went over how to read the budget; and he discussed the necessity for a conservative approach for future mortgage payments. Joe also discussed going to New York to look at starting a retirement home or retirement city. Discussion was had on increasing member benefits fees. Next year we have to, and executive committee must decide how much. The budget was reviewed line by line. Discussion on Policy development on Chief 101 mandate.

A motion was made by Josh Holzheimer to go into Executive Session with the Executive Director and Deputy Director for a personnel matter. Seconded by Randy Arant. All were in favor.

The Executive Committee came out of Executive Session with no action taken.

Lunch was served.

Health & Safety – Brad Kavetski – Health Bingo card kick off through handouts and social media.
Cancer Coalition update – We are working with Jonathan Jones to get a meeting scheduled.

Advisory – Pierce Womack – Leadership Institute Applications are being reviewed the committee will be meeting in the coming weeks.

SCFIS – Rick Cramer – SCFIS Strategic Plan Review.

Joe went over “The end of Membership as we know it” book and gave everyone a copy.

Old Business

Architects – Building process update by Malcolm Burns. The ROI real estate agent is still looking for space.

New Business

Qtlly Meeting is at Trident Technical College on October 25, 2023, this is to try and reach out to new members. Every committee should have a report to excite and report out to the membership on what is going on.

President Burns - Retirement Trustee board has a current vacancy and a discussion followed about the appointment.

A motion was made by Brian Christmas to appoint Josh Holzheimer to the Retirement Board; seconded by Randy Arant. All in favor

A motion was made by Josh Holzheimer to dissolve LSE Section and put funds to fire safety education in the state as determined by the Executive Committee; seconded by Brian Christmas. All in favor.

Discussion at the time LSE became a section there was clear communication on takeover of the money if they were to be dissolved. Currently in that account is \$19,853 this money will be used for Burn Pods, Smoke Alarms etc. Terry Sheriff ask about a seat on the state statute for the Fire Academy advisory committee how will that be impacted. Joe will have a conversation with Jonathan Jones.

Joe went through Playbook for October.

Rick Cramer gave update on SCFIS and board member term limits.

Lunch was served.

Jamie Helms Reviewed over the new Employee Handbook. We will vote on adoption of the document at the next meeting.

Directions for the afternoon & evening were given.

A motion was made by Josh Holzheimer to recess for the day; seconded by Randy Arant. All in favor.

Friday September 15, 2023

A motion was made by Josh Holzheimer at 7:58 am to reconvene; seconded by Brian Christmas. All in favor.

Chief Burns thanked everyone for coming, and that we built bridges and made friends.

A motion was made by Josh Holzheimer to accept the budget as proposed; seconded by Brian Christmas. All in favor.

A motion was made by Josh Holzheimer to accept Dale Worthy into the Hall of Fame; seconded by Brian Christmas. All in favor.

A motion was made by Josh Holzheimer to adjourn at 8:01 am; seconded by Brian Christmas. All in favor.

Reports Submitted Online

Member Benefits - The Member Benefits committee discussed our newest benefit through Mattress Firm. This benefit offers Fire Departments and firefighters in South Carolina the opportunity to purchase mattresses at a discounted rate. The Member Benefits committee will be setting up a committee meeting to discuss and have a presentation from William Wood Watch Company. The committee will also be working towards discussing potential discounts for our membership from TopGolf and Active 911. Staff is working with CPM to get an updated list of all that our membership has access to through CPM Credit Union.

Finance & Audit - Executive Director Palmer went over the fiscal year 2023 - 2024 proposed budget line item by line item to the committee. Emphasis was placed on the line items that were either added, deleted or a significant amount of money was increased/decreased to the line item. The Finance & Audit committee voted to approve the

FY 2023 - 2024 proposed budget during the meeting. It will now go to the Executive Committee for final approval and vote.

Executive Committee Action Items

During our September work session, the Executive Committee will have to vote to approve the FY 2023 - 2024 budget. No other actions are needed until then.

Health & Safety - Finalized H&S Bingo-Went live Sept. 1st and runs through Jan. 1, 2024. Webpage and bingo card graphic shared on all Association's social media accounts. I ask all EC members to share with their networks. Completed bingo card are submitted to H&S where we will draw a grand prize winner at the Improvement Conference. A big thanks to Brook and Brick for working all their tech savvy skills!

<https://scfirefighters.org/firewire/play-along-with-health-safety-bingo/> I also had a conversation with Chief Jonathan Jones and Chief Jolley regarding the Cancer Coalition. Working on scheduling a meeting with members in the near future.

Legislative - The legislative Committee met on August 23, 2023, with the following persons attending the Zoom meeting: Jamie Caggiano, Phil Jolley, Morris Russell, Richard Waring, Brian Christmas, Joe Palmer, Jamie Helms, Jeff Allen, Chief Stewart, Cindy Konduros, and Annie. The meeting was a meet and greet for the committee members and a chance to get familiar with each other and learn what connections legislatively the committee members had established. Chief Stewart took over and led the discussion on several legislative issues that we currently have in legislation and the committee was tasked with developing some priorities that we as a committee need to focus on for the year. This is the second year of a two-year session so we will need to push hard to get items passed this year or else they would have to be reintroduced again. Some items of great interest were the Cancer Bill residency requirement, Pal 800, Firefighter National Background checks, Volunteer Incentive Point and Subsistence Allowance increases, and beginning research on Parkinson's Proviso. Also, the return-to-work COVID Proviso was renewed, V-Safe was approved for \$3,000,000 Recurring funds, and 5.7 million was added to the Pal 800 Fees which totals 6.9 million.

Strategic Planning - We are continuing to have discussions with the Officers Section regarding helping them develop their strategic plan. We continue to review the current strategic plan to identify ideas and suggestions to meet the goals and objectives. I encourage all EC members to utilize the strategic plan as we work through the budget workshop, there are several key areas where goals and objectives are tied to funding.

Recruitment & Retention - Since our last meeting we have had the opportunity to have a lengthy discussion with Keith Minick concerning things happening with NVFC. Bryan Riebe and I appeared on the Jive and had great discussion about the R&R problems we are all facing. We are scheduled for Part II on Sept. 21. Brooke and Brick graciously helped us put out a survey to all the departments, but we are not getting the feedback we would expect. I am reaching out to some of the individual Chief Associations across the State to see if we can get a better response. The Recruitment and Retention Summit is at the top of our list, and we hope to have some things finalized with Joe Palmer by the end of the month so we can publicize.

Training & Education - Committee received an update on Quarterly Training on October 25th. Update on 2024 FSIC with acquired structures and classes. Discussed the 2023-2028 Strategic Plan that relates to the T&E Committee but also to review and provide feedback for the other goals of the plan. Committee Members will need to meet in October to review and select Presenters for the 2024 Fire/Rescue. Discussed some potential changes to SCFA regarding Live Fire and the need to have Fire Instructors 2 certification. Also discussed changes to SCFA eventually going to E-books instead of hard copies. Asked the committee to provide feedback to Chair. Finally, NFIRS with the potential to change in October and for members to provide concerns for the changeover.

Advisory Committee- No committee meeting since the last EC meeting. Several committee members participated in the process to select applicants for the Fire Officer Academy program. A meeting will be scheduled in the coming weeks to begin the Leadership Institute selection and discuss the committee's involvement in the class throughout the year.

Officer Section - Welcome from the Officers Section Chairperson. Officers Section information cards completed and will begin to use them at meetings and events. Discussion on SCSFFA calendar and future events section leadership will begin attending meetings to provide resources available and membership benefits. By-laws are updated with changes submitted for review, and work will continue to complete this process. Strategic plan discussion for the Officers Section and plan on meeting Chief K. Henson soon. Discussed possible off-site "The Jive" live shows at host locations in SC-TBD. Officer Academy updated with 61 applications, and 25 were selected to move forward in the upcoming class in October. Section leadership will attend the Officers Academy Graduation on October 6, 2023. Annual meetings and tentative changes to the By-laws were discussed. Members would like to begin work to add retail items online (Polo's and T-shirts). Looking for topics and guests for The Jive podcast in the future.