

Executive Committee Meeting Minutes
January 10, 2023

In-Person Attendees: Josh Holzheimer, Joe Palmer, Jamie Helms, Tracy Williams, Randy Arant, Ross Vezin, John Jones, Jamie Caggiano, Johnathan Jones, Brick Lewis, Brian Christmas, Jason Pope, Billy Barns, Malcolm Burns, John Bowers, Jana Kassianos, Mickey Folsom, Brook Dennis, Marcia Greer, Jason Dennis, Carter Jones, Gary Rogers, Jeff Allen, Patti Graham, Rickie Jenkins, Jeff Oswald, Mark Bryant, and Zorrina Harmon

10:00 am Meeting called to order by President Holzheimer.

Invocation and Pledge of Allegiance by Gary Rogers

President Opening Remarks: Chief Holzheimer 2022 was a great year from Fire Rescue back at the beach, to the two well-attended summits, to the December meeting in Greer.

A motion was made by Malcolm Burns to approve the minutes from December 13, 2022, as presented; seconded by Jamie Helms. All in favor.

Committee Reports

Finance & Audit, Malcolm Burns

- Emailed out Financials
 - Bryan Bailey would be the point person on any questions with the Financials
- Working with Green, Finney, and Cauthen on dates for the annual Association Audit.

Legislative, Jamie Helms

- Legislative Day – March 22nd
- EMS Legislative breakfast – January 25th

Advisory, Randy Arant

- Deadline for Awards – January 31st
- Fire Chiefs' Handbook
 - Will Vaigneur, Kyle Minick and Keith Minick working on updating the handbook for Fire Chiefs
 - Goal to have handbook ready for Fire Rescue Conference
 - Link to the Handbook will be added to the new “Welcome” Email to chiefs.
 - The database soon will automatically send a “Welcome” the Association email to any member added to a department's roster.

- The database will also soon automatically send a “Welcome Chief’s” email to a member whose job title is updated to Chief of the Department.
 - Emailing All Members
 - Chief Caggiano raised an issue that the members of the Association are not being informed because we are not emailing the members
 - How many, how often and what should we be emailing the members directly was discussed
 - Rattle Watch is a subscription email for all members to keep up today with all things Association
 - Event Driven emails were discussed
 - When Registration Opens
 - 30 Days out
 - A couple of weeks out
 - Chief Holzheimer would like to see research done on how the database alerts to update an email address for new hires from a member already in the database.
 - Chief Burns would like to see the option of having two email addresses fields within the database
 - Action Item: Connect with IBC to receive a quote on
 - Adding an alert to update a member’s email when adding an existing member to a new roster
 - Adding a secondary email field for all members

4th Vice President Brian Christmas

- Meet with Architect Committee

Past President, Jamie Caggiano and Foundation Chairman

- 2023 Scholarships will be opening soon
 - The scholarships will presented to recipients at Fire Rescue Conference.
- There is a possible Foundation board member position opening soon
 - Let Jamie know if any persons of interest for candidates
- Foundation Directors, Foundation Board Members, or Executive Committee Board Members to present Foundation checks to receipts
 - Look into ordering a large check for presentations
 - \$7,500 present this fiscal year in financial assistance to 8-10 members
- Silent Auction
 - Looking for donations
 - Total Wine offering \$500 wine tasting for 20 people

State Supervisory, John Bowers

- Continue 1% Regional Training Classes
 - 01/23/23 – Oconee County
 - 02/04/23 – Abbeville County at Broadmouth-Turkey Creek Fd
 - 02/14/23 – Orangeburg County – Orangeburg Dept Public Safety
 - 03/16/23 – Spartanburg County – Una Fire Dept

- Working on class in Berkeley County at the end of March
- 2023 Audits
 - 30+ Initial Department Audits
 - 25+ Follow up Audits
 - Certified Letters notifying departments of their audits will be mailed in the next couple of weeks
- Forms:
 - Forms 206 & 207 are due January 31st
 - We are being inundated with submitted forms 206,207 and request forms.
- Retirement Concern
 - Issues: We are currently not monitoring the retirement plans and docs for Non-Association retirement plans.
 - Are these plans following the State Law and Policies regarding the 1% fund?
 - Should the Association ask for a copy of their plan doc?
 - Who would review the plan docs?
 - Hire a Company – new audit process
 - Staff
 - Legal suggested the non-Association plans should complete a questionnaire with state and federal policies and procedures the department should be practicing.
 - Gives the ability to flag potential issues with retirement plan docs.
 - There are about 15 or so departments that we do not know how they are managing their retirement money.

Diversity, Equality & Inclusion, Chief Folsom

- Requested help from the board with support and participation
- DEI Summit on March 31st at the SC Fire Academy
 - Everyone should attend and bring a guest or two
- DEI is not just about race but making sure everyone feels included from “white” shirts to administrators to firefighters.

History & Heritage, John Bowers

- Carter Jones
 - Meet with a pro bono company and Ashley about different ways of archiving materials.
 - Meeting with the Art Commission this Thursday with Brook.
 - Overview of our process
 - Focus on Interns and Grant Monies
 - Cleveland School Fire
 - Meeting this Wednesday with the planning coming committee
 - Invitation to State Leaders to attend the 100th anniversary event in May
 - ETV is interested in creating an hour-long documentary.
 - National level attention

- Spoke with several departments about their department's personal history.

Members Benefits, Ross Vezin

- BMD Money
 - Chad will present to the committee on February 3rd
 - Financial wellness
 - Volunteering FF Loan program
- Burn Kids Fund
 - MUSC has emailed the agreement along with by-laws & policies and procedures to transfer the funds.
 - Property like the can trailers need to be added to the agreement
 - Need to verify that altering the by-laws & policies and procedures will not break and invalidate the agreement.
 - Gives us the ability to help burned kids, firefighters, and families and provide education state-wide verse regional.
 - Provide every department with a free membership to Amazon Business

Health & Safety, Tracy Williams

- Will meet in February via Zoom
- Cancer Coalition
 - January is cancer recognition month.
 - Lots of information being distributed
- Cancer Buckets
 - Supplies are all in
 - “Stuff the bucket” day will be coming soon

Strategic Planning, John Jones

- Nothing new to report

By-laws, Jason Pope

- Nothing new to report

EMS, Billy Barnes

- Finalizing details on training and education classes held at Fire Rescue.
- Working with DHEC about transporting non-injured

NVFC

- Brick emailed out a copy of their report this morning.

Officer Section, Chris Kip (via Joe Palmer)

- The next Officer Academy on March 5th-10th is filled.
- Looking forward to the next round table jib during FSIC on January 26th

Sprinkler Coalition, Jeff Allen

- Home Shows Season
 - North Charleston last weekend
 - Columbia this weekend
 - \$100 booth space rate
- Cancer Buckets
 - Jonathan Jones has QR codes ready, along with posters and flyers
 - Stuff the bucket exercise will take a couple of days
 - The idea is to distribute buckets to less funded counties first, volunteer departments on Saturday, and distribute 1 bucket to every department
- County Fire Chiefs' meeting
 - Chesterfield this week
 - Abbeville County next week

Communications, Pierce Womack (via Joe Palmer)

- Meeting yesterday with the Palmetto 800 group
- Great system but pricey
- To get transmission sites to cover 95% of the state with handheld devices, 50 new towers will need to be built at 2 million a piece.
- 3 Legs of the puzzle
 - Federal Level – Need a plan to bring to DC. Federal funding is needed to make this plan possible.
 - State Level – Need support from the Governor's office.
 - At least 33% user fee discount on the base rate
 - Cost between 6 – 10 million dollars
 - 100% user fee would be abused and may not be viable
 - Cost between 20 million annually
 - Local Level – user fees
 - Sell the message
 - The members will need to pull this plan off.

Insurance Services, Zorrina Harmon

- Memorial Service
 - February 11th at Riverland Hills Baptist in Irmo
 - Families will arrive at 12:30
 - 128 members to be recognized
 - Need your help, support, and escorting abilities.

Chaplain, Gary Rogers

- 13th year of Chaplaining for the SCSFA
- Certified Chaplain instructor
 - Taught first class at the SC Fire Academy

FAST, Patti Graham

- FAST
 - Peer training class the weekend of FSIC in Orangeburg
 - Coordinators meeting January 23rd
 - All Regions Zoom meeting on February 16th & 17th
 - Working with Jeremy Johnson at the Fire Academy to update classes
- Sertoma Club of Wade Hampton
 - wrote and received a grant for helping with suicide prevention
 - will present the check to SC Fast on Friday 27th at the FSIC at the Fire Museum at Columbia Fire at 11 am
 - The funds will be spent on a poster project to place in all agencies departments talking about SC Fast
- SC Public Safety Wellness Initiative
 - Met on the 28th
 - Fire, EMS, and Law Enforce coming together to start a pilot program with agencies of all different sizes
 - Looking for funding.
 - Zoom Meetings on Mondays and Thursdays
- Peer Connect Round up via Zoom
 - Tonight at 7 pm
 - Thursday at 11 pm
- Working on bringing Chaplain into the Peer Connect App
- Mile in Our Boots
 - September 16th -18th
 - Colleton County
 - Opportunity for Mental Health workers to receive hands-on training with Fire, EMS, Law, and dispatch to gain a better understanding and ability to service
 - Working on sponsorships

Playbook February

- Advisory Committee – Awards
- CFSI – Travel Arrangements
- DEI – Planning for Summit in March
- EC – Memorial Service
- Finance & Accounting – Association due are delinquent
- FDIC – travel arrangements
- Improvement Conference – After Action meeting
- Leadership Institute – Group Projects
- Legislative Day – Order of the Maltese plaques to be ordered
- LAST team – meeting with team members
- NFF – Memorial in the Springs, travel arrangements
- Retirement Meeting – end of January
- Strategic Planning plans for Spring Retreat Meeting in Greenwood on March 15th – 17th

Lunch was provided

State Fire – Jonathan Jones

- VSAFE Gant
 - 396 Fire Departments are eligible for the grant
 - 394 Fire Departments have submitted and applied
 - Next steps
 - Estimate check totals based on the number of Fire Dept
 - Fire Dept must inform State Fire what they would like to spend the funds on before the check can be released
 - Determine the procedure if all departments do not receive the funds
 - Testing the online application processes now
 - Will go live/open next month
 - Checks will start to be cut on April 15th
- Cancer Buckets
 - All supplies are now in. (accordion hoses, posters, and flyers)
 - State Fire was able to spend \$130,000 on supplies for the buckets
- Fire Officer was canceled – only 65 registrants needing a minimum of 100
- EMS
 - Welcome on January 3rd
 - Richard as the EMS Training Program Manager
 - Mary Alice with a new position of Program Coordinator
- Superintendent (Dennis Ray's position)
 - Submit paperwork to HR for that position to be posted
 - Will be open for 15 days and then start the interviewing process
- Met with two of the Leadership Institute groups about their group projects (Training and Cancer projects)

Old Business

Fire Service Improvement Conference

- Schedule with assignment handout passed out
- 168 Students
 - Hand in Engine School – Full
 - Truck Company – Full
 - 3-day Command Class – 15
 - VES - Full
 - Elevator – 21 students
 - RIT - 20
 - Wildland - 7
 - Farmedic - 15

- 1-Day Command – 15
 - Friday Evening Event with Terry King - 71
- Wednesday – Set up Day
- Thursday – Classes Start
 - Assignment for helpers
 - Classes start at 9
 - Lunch will be delivered to the sites
- Friday -
 - Assignment for helpers
 - Classes start at 9
 - Lunch will be delivered by Apple & Spice to sites
 - Night Event at Wings & Ales
 - Let Joe know if you would like to be on the agenda
- Saturday
 - Assignment for helpers
 - EC to visit class sites
 - Classes start at 9
 - Lunch Hamburgers & Hot Dogs provided by Tim Scott and served by EC
- Sunday
 - Assignment for helpers
 - EC to visit class sites
 - Classes start at 9
 - Lunch provided by Tim Scott
- Question: Comms Channel? Jamie Helms will get with Rick Dunn about the radio channel

Architect Selection Process, Malcolm Burns

- Narrowed down to 2 Companies
- Requested and estimated cost
 - One company willing to give a quote
 - One company says it is illegal
- Will reach back out to companies in hopes to receive 2 estimated quotes.

New Business

Jamie Helms

- Officially resigned as 2nd with thanks and gratitude for friendship and guidance as of Friday, January 13th
- Will start the new position of Deputy Director on January 15th.

A motion was made by Brian Christmas to move into executive session; seconded by Malcolm Burns. All in Favor

A motion was made by Brian Christmas to come out of Executive Session with no action taken in the executive session; seconded by Malcolm Burns. All in favor.

A motion was made by Jamie Caggiano to have John Jones fill the 4th Vice President position until after the June election; seconded by Jamie Helms. All in favor.

A motion was made by Malcolm Burns to create a DEI budget GL code and allow up to \$5,000 to the DEI summit; seconded by Jamie Caggiano. All in favor.

Jamie Caggiano

- Definition of a Fire Department
 - Multiple definitions are located
 - VSAFE, 1%, and FDID all have different definitions and requirements to be a Fire Department
 - ACTION ITEM: form an advocate committee to view a State Law definition of a Fire Department
 - Johnathan Jones has a thesis paper written on the subject

A motion was made by Jamie Helms to adjourn for the day; seconded by Brian Christmas. All in favor.