

**Executive Committee, Budget Work Session Minutes
Inman, SC
September 11 -13, 2024**

Attendance: Randy Arant, Pierce Womack, Jason Dennis, Mike Norket, Kevin Henson, Malcolm Burns, John Bowers, Terry Sheriff, Brad Kavetski, Billy Barnes, Zorrina Harmon, Brick Lewis, Jamie Helms, Ashley Boltin

September 11, 2024

Toured Milliken

September 12, 2024

9:03 am Welcome by President Arant

Invocation & Pledge of Allegiance by Jamie Helms

Welcome from the local Fire Service

- New Prospect Fire Department - Phil Caruso
- City of Spartanburg – Pierre Brewton

Budget Work Session

Chairman Womack thanked Chief Helms for the work he put into helping prepare the budget. He turned the floor over to Chief Helms to go through the budget, provide information and answer questions.

A motion was made by Malcolm Burns to accept the minutes form July 25, 2024 & August 20, 2024 as presented; seconded by Jason Dennis. All in favor.

Committee Reports

Legislative – Jason Dennis – The Committee met on August 30th an opinion letter is being formed for blue lights and we are currently working on definitions for the Firefighter and Fire Department.

Something to keep on our radar: sales tax exemptions for selling trucks with loose equipment are changing. This has the potential to impact a lot of our member departments.

Advisory – Mike Norket – We received 20 Leadership Applications for the 2025 Class. The committee has received the redacted essays and is currently grading them. The advisory committee, along with the Leadership Institute steering committee, will meet on September 19th to review phase one applications.

4th VP- Kevin Henson – He was able to sit in with the finance & audit committee to review the budget process, the officer section fire officer application review and with Billy with strategic planning.

Past President – Malcolm Burns – He is surveying the Past Presidents on who frequently they would like to meet. He has not found any further information on the helmet shields.

Supervisory – John Bowers – a list of upcoming training dates was provided and can be found on the association website. They had a very productive meeting in Hartsville.

Member Benefits – Zorrina – The committee has been busy setting up meetings for testing companies like Lucid and others.

Training & Education – Terry Sheriff- FSI Conference has 13 training opportunities, with a potential of 450 slots for individuals to sign up. A proposed registration policy was presented. Fee structure is \$50 for association members in good standing with registration opening on October 1st, a fee of \$375 for nonmembers and registration will open on November 1st for nonmembers.

A motion was made by John Bowers to approve the Registration policy for FSI Conference. Members receive first option for registration at \$50 per person, and nonmembers registration will take place 30 days after the open date to members at a fee set by the Executive Committee. The nonmember or general public fee is to cover the class cost for nonmembers. The 2025 FSI the nonmember fee is \$375; seconded by Malcolm Burns. All in favor.

Lunch Break

Health & Safety - Brad Kavetski – Bingo card final submissions will be accepted through October 1st; we will announce the winner at the quarterly meeting on October 23, 2024.

Strategic Planning – Billy Barnes – we met on September 5th and went through all objectives, we will meet with the officer section on the 17th to work on a planning session with them.

SCFIS – Zorrina Harmon – The Memorial service will be on February 15, 2025.

Staff Reports

Deputy Director of Staff - Brick Lewis

ADMINISTRATIVE ASSISTANT – KIM VOISINE

- Continuing to clean up database
- Working with vendor for ice machine
- Cleaning out storage area and organizing

ACCOUNTANT – BRYAN BAILEY

- Wrapping up FY23/24

1% ACCOUNTING SERVICES – JANA KASSIANOS

- Preparing for annual FD invoicing or dues, membership fees and T&E fees
- Managing 1% distribution breakdown
 - Awaiting 5 counties

MEMBER OUTREACH – JEFF ALLEN

- Working with State Fire on Tame the Flame
- Attended Orangeburg County FF Association meeting
- Attended Pee Dee Fire FF Association meeting
- Attended Pickens County Fire Chiefs Association meeting

COMMUNICATIONS COORDINATOR – BROOK DENNIS

Project: Intern management

Status: Ongoing

Summary: I am working with Drew to familiarize him on our content. I have asked him to take over the Health & Safety bingo campaign as his first project. Additional projects for the near future include an awards campaign, ~~revamp/redesign of monthly talking points~~, FSIC graphics, assistance with surveys (internal or for Leadership Institute folks), and creating short form video using existing content.

Needs: NA

Project: FOA article for Firehouse

Status: Ongoing

Summary: Rick had the opportunity to meet and chat with the Editor for Firehouse magazine, Peter Matthews, a week or so ago. He'd heard rumblings of the Fire Officer Academy: The Company Officer and is interested in an article on the program. Rick and I met with Peter Tuesday, August 20 to discuss further. We're in a bit of wait-and-see phase in terms of how the content can be used for Firehouse (print, multiple online articles, podcast, etc). Rick and I have talked with Andrew, Tardo, Terry, and Nick Ray. We have several others to interview as well, but given that this is a long-term project, I am getting those done whenever schedules allow but not breaking my neck.

Needs: NA

Project: SCTF1 article

Status: Upcoming (with interviews starting this week)

Summary: Amy asked if we would be able and willing to write an article on the history SCTF1 and future plans. This is timely because of the activation for Hurricane Debby and the upcoming SCTF1 info session. Discussed with Brick that this would have to be a member-focused story with a call-to-action regarding the State Warning Point.

Needs: NA. Amy has graciously scheduled multiple interviews in the coming weeks. They are all on my calendar.

Project: Firenews October/November articles – FOA 25-01 apps, dues/forms/voting members

Status: Upcoming with a September 16 deadline (self-appointed)

Summary: Rick has completed the FOA 25-01 application page and it will go live in time for the October/November Firenews magazine. The FOA applications are open the month of October. Rick approved the FOA 25-01 application announcement to be included in the Firenews magazine. Tim said the October/November issue goes to print September 26.

Needs: Confirmation the language on the dues/forms/voting members announcement is accurate

Project: Theme month interviews (Black History Month, Women's History Month, volunteer week)

Status: Upcoming

Summary: I need help getting names for theme month interviews. Ross connected me with 2 of his firefighters for Women's History Month, but that still leaves at least 4 for Black History Month, 2 for Women's History Month, and 5 for volunteer week.

Needs: Names and contacts for interviews for BHM, WHM, and volunteer week

Project: Officers Section stuff

Status: September 16-19

Summary: The Officers Section has a strategic planning meeting the morning of September 17 followed by an all-member meeting that evening at 6 p.m. The Jive is at 7:30p September 19. The OS newsletter will go out on September 16 to include an article from Doug C, a note on FOA 25-01 applications, FSIC save the date, and Quarterly info

Needs: NA

Project: Quarterly

Status: Ongoing

Summary: Received details for Quarterly Training & Business Meeting last week. Waiting on location confirmation but moving forward with promotion. I think Randy is filming something in the studio with Rick.

Needs: Location confirmation

Project: Creating a Psychologically Safe Workplace

Status: Ongoing

Summary: Received details last week for new training, Creating a Psychologically Safe Workplace. I think Randy is filming something in the studio with Rick.

Needs: Like with the DEI Summit last year, this is not my wheelhouse. Helms helped with 90% of the language we used for the DEI Summit last year and I may have to tap him in again because he had a clear vision for it.

1% CORRINATOR – JEFF OSWALD

- September 30, 2024, Saluda County 1% Regional Training Class hosted by Saluda County Fire Service. Registration link was made available on July 8, 2024. We currently have (32) registrants.
- October 29, 2024, Hampton County 1% Regional Training Class hosted by Hampton FD. Registration link was made available on July 15, 2024. We currently have (23) registrants.
- January 13, 2025, Greenville County 1% Regional Training Class hosted by Boiling Springs FD, Greenville Co. Registration link was made available on August 30, 2024. No registrants for this class to date.
- February 24, 2025, Abbeville County 1% Regional Training Class hosted by Abbeville County. Registration link was made available on August 20, 2024. We currently have (3) registrants.
- Would like to secure additional host departments for 2025 1% Classes. If anyone is interested, please let me know.
- FD meetings/classes in September – Winnsboro FD (09/05); Saluda County 1% Regional Training Class (09/30)
- Emailed Tommy Watson, DOI, on 09/09/2024, to follow up if there has been any new information regarding a broker miscoding issue
- Ongoing audit work

SC FAST DIRECTOR – PATTI GRAHAM

- Completed training 17 Richland County EMS peers.
- Coordinator's Meeting October 2nd at the office
- Speaking this Wednesday at the Suicide Prevention Coalition (State House Blatt Building Room 521) Formed a few years ago by SCDMH, it has been mostly inactive.
 - We are planning to move forward and make it an active group.
 - Kaitlyn Labrie (SCDMH)
 - Eric Skidmore (SCLEAP)
 - Not sure who else.
- Training Committee is formed and working in small groups right now, hoping to meet in person in October
- Meeting with clinician Jen Miller (Lexington) developing a resilience class. She has put in for SCFR 2025
- Edgefield County SCFAST 101 training went well. 5 Attendees with two follow-ups requesting training.
 - Cancelled Peer Training scheduled for September 18-19 in Edgefield. No registrations
- EMS Association Leadership Conference 19-20 we will have a booth. Peer Connect will also be there.
- I have been requested to work with the board from SCPSCA (SC Public Safety Chaplains Association.) To help with their planning for the rest of the year.

- September 25th I will be the presenter for SCPSCA Chaplaincy Chat discussing SCFAST what we do and how we help chaplains.
- August Responses – 3
 - One in Partnership with SCLEAP

Training & Events - Ashley Boltin

Rick Dunn

- Fire Officer Academy is making final preps for the next class of 25.
- Fire Service Improvement Conference
 - Classes have been selected
 - Our host hotel is Double Tree, Columbia
 - Registration for Members opens on October 1 & for nonmembers on November 1st.
- To teach at Fire – Rescue proposals will be accepted through the end of September.
- Fire Chief 101
 - Met with the working group, and assigned out task, that group will meet again in October.

Carter Jones

- Worked with Barnwell Fire Department on their History room for their station ribbon cutting on Saturday, September 7th.
- September 11th Spoke at the 911 event in Dorchester County
- Speaking with the Charleston Historical Society on September 15th.
- Camden Fire Fest
- He has been working on the written history for Darlington County he is up to 47 pages.
- We were able to facilitate getting the truck that was displayed at the Academy Denny Auditorium, back to Florence.

Kim Bowman

- Continues to work with our members and Milliman. She has been busy helping members get online and their statements.

Sarah Moore

- She is working on a sponsorship packet to help when she is out and about visiting businesses.
- She will be attending several networking opportunities.

Committees

- The Conference Committee met this month and discussed several ideas they have for the 2025 Fire–Rescue Conference.
 - Inviting Highway Patrol to participate in the kid zone / Adult Kid Zone
 - Work with Pelican’s Baseball team on discounts or game
 - RIT Competition
 - Host a Chaplaincy Mixer/ Class for female firefighters/ Diversity Breakfast
 - Upgrade fun run and partner with an establishment.

- Make sure folks know about the microphone in the room for giveaways
- Do an old-school scavenger hunt
- Work with Conway & Coastal Carolina for a Movie night & trolley ride
- Putt Putt in the exhibit hall
- Staff is working on getting the Exhibit Hall floor layout updated for 2025 and Phase 1 for returning vendors will open on October 1st.
- The Advisory Committee will be meeting on September 19, 2024, to review Leadership 2025 applications. We received 20 applications.

Events & Activities

- Jack Kirlin & Keith Minick will be attending NVFC – Kansas City, Missouri – September 18 -21, 2024
- Fire Chief Conference – September 22 -26, 2024
 - I have registered and have a hotel room at the Embassy Suites for Randy Arant, Pierce Womack, Jason Dennis & Jamie Helms
 - Possible lunch for those that are in attendance with the Chief's board on that Wednesday, September 25th.
 - If you are attending, we ask that you help to sell Memorial bricks during the conference.
- Ashley will be attending the FIERO Station Design Conference in Greenville, SC
- Leadership Institute will be meeting in Charleston / North Charleston September 27 -29.
- Officer Academy at SCFA September 29 – October 4, 2024
- October quarterly meeting October 23rd – Spartanburg – Michael Dozier speaker
- Psychologically Safe Workplace Summit - October 25th – SC Fire Academy

In the works!

- Shae with ETV on a possible special program for Fire Prevention Month.
- We are working with and helping Fire Fusion hosted by Fire House Expo. & Charleston Fire Department for their event in Charleston, SC November 5 -7, 2024.
- Working with the Center of Excellence Event with Christian Rainey possibly in December.

Executive Director - Jamie Helms

Charlie King will be taking on more of a role with our exhibitors as the point of contact for exhibitors in 2025.

State Fire Chiefs Association has named Chris Smith as their new Executive Director. The OSHA committee is looking at holding a stakeholders meeting on November 6, 2024.

The foundation is moving forward and we look forward to the exciting things coming from them.

A motion was made to recess at 1:21 pm.

Team building activities for the afternoon.

September 13, 2024

9:30 am A motion was made to Reconvene.

A motion was made by Malcolm Burns to approve the budget as proposed; seconded by Mike Norket. All in favor.

Old Business

Building Plan Review, the realtor is only able to get involved if it is something that was shown to us previously. The Browning road building is still there but the occupants are still under contract. Sherry said Progressive was taking the contract extension. Director Helms had a conversation with Jonathan Jones and State Fire is a potential option but it would have to go across the street from the current campus and office space would not be an option since we are already state-funded. If we took ownership of a building, we became landlords to tenants that were not in line with our mission, and we would have to pay taxes.

It was requested that we set up a walk-through at the Browning Road building for the committee members who have not been there before.

It was requested that we talk with the State Museum on what it would take to have a Fire Service display to meet our immediate needs.

Fire Chief's Conference September 22 -25, 2024

We have registered and reserved rooms for Jamie Helms, Randy Arant, Pierce Womack, Jason Dennis & Rick Cramer.

It was requested that Ashley send a packing list and what to wear for the Conference.

New Business

Play Book Review

Next month's Executive Committee meeting is being moved from October 8th to October 22nd in Spartanburg. We will meet that afternoon, have dinner with the local fire service & host our Quarterly meeting on the 23rd.

The Book titled The Source was given out to all Board members by Director Helms.

A thank you was extended to all by President Arant for the attendance and participation over the last several days.

A motion was made by Malcolm Burns to adjourn at 9:42 am; seconded by John Bowers.

Online Reports

Training & Education - Reviewed and discussed goals from the President and obtained input from committee members. Discussed SCFA Advisory information regarding

upcoming NFPA standard changes and that staff at the SCFA will be busy working on updating the curriculum (Driver Operator; ARFF; Company Officer/EMS; Firefighter: Essentials 8). The committee discussed upcoming training and call for presenters regarding Fire-Rescue that will close on 09-30-2024 and Fire Service Improvement Conference presenters is open until 02-28-2025. The committee discussed the schedule and classes to present at FSIC 2025. The committee approved the proposal and will need to be reviewed and approved by the EC. Next meeting will be scheduled in October to review and select 2025 F/R presenters.

Executive Committee Action Items

Review and discuss classes and schedule for FSIC 2025.

Conference Experience - Covered goals and objectives for the committee and those set by President Arant. Discussed what went well and what we'd like to do differently from FR 2024. Discussed some ideas for FR 2025, such as more family events, RIC competition, incorporating the beach, etc. Discussed ideas from FRI 2024 that we could possibly utilize.

NVFC - Jack Kirlin attended zoom meeting with the NVFC OSHA strike force 9/4. Jack Kirlin attended zoom meeting with Homeland security group 9/6/24 discussing the following topics: AFG and SAFER update – reauthorization through 2028 Criteria development Fire department resilience Cyber attacks Drones in fire department inclusion zones Keith Minick and Jack Kirlin attended OSHA webinar by Dave Denniston on Thursday 9/5. Keith Minick is assisting in reviewing grants for the State Farm awards. The movie “ODD Hours, No Pay, Cool Hat” from John Deere on Volunteer Firefighters is being aired on SCETV September 11th and October 6th at 4pm. Chemtrec Help Awards are open: \$10,000 will be awarded to 6 volunteer fire departments to assist with hazmat incident response and preparedness. Jack Kirlin and Keith Minick attending NVFC Fall meeting September 18th - 20th in Kansas City.

4th VP - Participated in the final selection process for the upcoming Fire Officer Academy. Met with 1st VP Womack and Chief Helms to review the proposed Association budget. Attended the Finance and Audit Committee meeting at the Association Office. Participated in a discussion with R. Dunn, Chief Helms, and several others regarding a potential program offered at the FF Improvement Conference. I have a scheduled meeting / discussion with R. Dunn, W. Barnes, and D. Cline regarding the Officers' Section strategic plan on 9/11 (during the drive to the budget workshop). Busy few weeks!

Advisory - Committee members have received the written question responses from the applicants and members are currently scoring them. The deadline to have them back the Ashley is Sept. 18. We have a committee meeting scheduled for Sept. 19 in conjunction with the steering group to move the next phase.

Chaplaincy Committee - Meeting come up on the 24 or 25 of September
Committee Focus Activities

Setting meeting schedule and discussing goals. Have invited Patti Graham to the meeting to establish a working relationship with the chaplains and peer group.

Executive Committee Action Items

Developing a statewide Chaplaincy program

DEI - Date of last meeting

September 6

Committee Focus Activities

Discussed with our presenter Antoinette Tull any needs for the Summit on October 25 "Creating a Psychological Safe Workplace". Will get a picture of the layout of the Denny Auditorium to her.

Executive Committee Action Items

Would like to humbly ask each Voting member and Chairpersons to attend and bring someone. Also, I am asking one of our HR personnel to attend this as well.

Legislative Committee - The Legislative Committee has not met since the August Meeting. We are planning our next meeting for the first week of October. Our discussions will be our plan for pre-filing for the upcoming Legislative Session. More information will be provided in Spartanburg.

Past Presidents - I have been working on a survey to send to the members of the committee to solicit dates/times on when everyone would like to meet.

Supervisory - Information on 1% Classes: September 30, 2024, Saluda County 1% Regional Training Class hosted by Saluda County Fire Service. Registration link was made available on July 8, 2024. We currently have (32) registrants. October 29, 2024, Hampton County 1% Regional Training Class hosted by Hampton FD. Registration link was made available on July 15, 2024. We currently have (23) registrants. January 13, 2025, Greenville County 1% Regional Training Class hosted by Boiling Springs FD, Greenville Co. Registration link was made available on August 30, 2024. No registrants for this class to date. February 24, 2025, Abbeville County 1% Regional Training Class hosted by Abbeville County. Registration link was made available on August 20, 2024. We currently have (3) registrants.

Health & Safety - Final Bingo Campaign ending Oct. 1st. Committee will meet shortly after to determine a winner who will be announced at Quarterly. Short cancer presentation at the next Fire Officer Academy. Video series will kick off in October.

Finance & Audit - The committee met to discuss and review the proposed budget from Executive Director Helms. Several adjustments/additions to the special projects line item was discussed. Contractors were combined in this line item along with several new initiatives, including historical cataloging. Overall, there is a increase in the projected income for the upcoming budget cycle. The committee unanimously approved the budget.

Technology & Communications - No change from last report, the survey has been created to send out and we'll get it over to Brick to get sent out, here is a link <https://arcg.is/LyCrG0> to the survey if you would like to look at it or fill it out. We'll schedule our next meeting to digest the info from the survey once it's sent out.

OSHA Review - Review updates from the federal government and related Association activities. Discuss the Association's filing under public comment. Establish a plan of action to recommend to the Exec Comm/President for further participation in the federal adoption/hearing process. Plan for a larger stakeholders meeting.

Executive Committee Action Items

Be aware of the Association's intent, through the committee; to present at the public hearings in November. Participate in an upcoming meeting of the larger stakeholders to be held in Columbia (TBD) on November 6th.

FSIC 25 registration

Class selection is first come, first serve basis. Members will have 30 days to select before non-members. There is no waiting list for any

FSIC - Registration

Member Registration Period (Regular and Associate)

Registration will open for all members on October 1, 2024. Members will have 30 days to select the desired classes from the schedule before registration is open to non-members. Class size is limited to 30 students except for the Beyond the Basics Driver Operator program which will host 60. A \$50 registration fee will be charged for each member participant. Participants can register for one or more classes to include the Friday night program for this price. Registration will remain open for the duration of the registration period.

Open Enrollment Period for Non-members (include all out of state and in-state non-members)

Registration will open for all non-members on November 1, 2024 (30 days after opening registration period for members). This "open enrollment" is available for classes that have available openings. Class size is limited to 30 students except for the Beyond the Basics Driver Operator program which will host 60. A \$375 registration fee will be charged for each non-member participant. Participants can register for one or more classes to include the Friday night program for this price. Registration will remain open for the duration of the registration period.

Non-members will NOT need to forfeit the class slot for a member once the open enrollment period opens. Members can still register during this period at the \$50 member registration price. Registration process All registrants must complete the online registration at scsfaevents.org. Registration for all hands-on classes requires the completion of the SC State Fire Liability Form. This form requires the participant's and Chief signatures. The form is readily available in the registration site for download.

All classes are first come so once registration is full for a class, that

class will be removed from the form for consideration.

All registrants will receive a confirmation within 2 weeks of the start of the class by email. This email will include all specific class information to include location and PPE requirements.