

Executive Committee Meeting Minutes  
July 12, 2022

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

**Zoom:** Ashley Boltin, Jack Kirlin, Bryan Bailey, and Keith Minick

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

Invocation and Pledge of Allegiance by Gary Rogers

President Opening Remarks: Chief Holzheimer presented the vision of the executive board, committee members, and association staff as a football team serving the members of the association. Chief Holzheimer appreciates everyone making the team and working to execute a great year.

**Swearing in of the 5 appointed voting members of the committee chairs by Carter Jones:** Tracy Williams Health and Safety Chair, Ross Vezin Members' Benefit Chair, John Jones Strategic Planning Chair, Terry Sheriff Training and Education Chair, and John Bowers State Supervisory Chair.

**A motion was made by Malcolm Burns to approve the minutes from May 10, 2022, as presented; seconded by Jamie Caggiano. All in favor.**

### **Committee Reports**

#### **Finance & Audit, Malcolm Burns**

- Should have finalized budget numbers for Fire Rescue mid-August
- Budget Planning has started
  - Need to know any big-ticket items
- Everyone should view and understand the monthly Profit & Loss Statement
  - If you see something that looks off say something
  - The precents columns are a good indication if we are on budget or not

#### **Legislative, Jamie Helms**

- Focus on the Move Over Law
  - Malcolm passed along his file on the law
  - Leadership Institute will help
- Sent a welcome email to all committee members
- President's goals for the committee
  - Continue to focus on the Move Over Law
  - Weekly updates when in session
  - Find ways to reach and communicate the information to our members

### Advisory, Randy Arant

- Was able to sit in on the last couple of the advisory meetings.
- Has emailed all committee members.
- Focus on awards submission
- Awards led to the success of Banquet attendance
- President's goal for the committee
  - Engage members to submit awards
  - Pick Leadership Institute's upcoming class
  - Coordinate and create award submissions process videos

### 4<sup>th</sup> Vice President Brian Christmas

- Happy to be part of the team
- Will shadow the committees throughout the year

### Past President, Jamie Caggiano

- Thanked everyone for the hard work last year

### State Supervisory, John Bowers

- Continue 1% Regional Training classes
  - 07/14/22 – Columbia – 25 current registers
  - 08/01/22 – Hampton County – 34 current registers
  - Classes continue to pay dividends
- Working on expenditure request approvals
- Working on a FOIA data request from another association
- Jeff Oswald
  - Working on 1% funds coming to the county treasurers
    - There was an increase again this year
  - Working on departments not eligible to receive 1% funds for the county treasurer
  - Working on finding locations to hold 1% Regional Training Classes

### History & Heritage, John Bowers

- Preserving the history of the fire service. Someone needs to, if not us then who?
- Committee met for the first time on 05/20/22
- Prepping for the 100<sup>th</sup> anniversary of the Cleveland School Fire
  - May 17, 2023
  - Planning a special event
- Carter Jones
  - Please with the group that came together
  - The newest required item is water main from the late 1800 or early 1900
    - Looking into better preserving and displaying
  - Chief Jansen is to donate some of his collection to the association

### Members Benefits, Ross Vezin

- Amazon Business Prime

- Provide every department with a free membership to Amazon Business Prime
- The cost would be \$3,500 a year covered by SCFIS
- Come with a personal Amazon representative
  - Will be able to combine the department's current account with the new
  - Will be able to link the Amazon Smile accounts
- President's Goals for the committee
  - To keep an eye on the members' benefit fee rising monetary
  - Share benefit information to our members
  - Find new benefits

#### Training & Education, Terry Sheriff

- The committee has a couple of new members
- Planning on meeting next week
- Continuing reformatted conference structure
  - Firefighters looking for hands-on training
- Out of the 33 instructors at Fire Rescue 18 were local South Carolina instructors
- Company Officer Academy
  - Huge success
  - Working with Fire Academy for dates for the next Officer Academy
  - Attendees want a more formal graduation including other and awards
    - The "Big Dummy" award was offered by the first group
  - Needs funding, staffing, and logistics specificity if we want to duplicate the success of future academies
- President's Goals for the committee
  - Share calendar with Fire Advisory board to avoid conflicting dates

#### Health & Safety, Tracy Williams

- Has reached out to all members including new member Chief McClellan
- Will meet in August
- Monthly topics are set up through September
- Planning a Fitness Day & Nutrition Day
- Cancer Coalition
  - Purposefully slowed down in the past year
  - Will meet after September
- Decon Buckets for every department
  - State Fire has purchased buckets and wipes
  - 15,000 grant purchase addition supplies
  - First-round will likely hit 500 stations
  - "Stuff the bucket day" with H&S committee, Cancer Coalition Members, and staff

#### Strategic Planning, John Jones

- Plans to meet on August 16<sup>th</sup>
- Aiming to set loftier and higher-level goals

- Looking 5 years then 10 years down the road

#### By-laws, Jason Pope

- Committee members remain the same
- Looking forward to the upcoming year
- President's challenge for the committee
  - Would the Life Safety Education Section be better served as a committee?

#### EMS, Billy Barnes

- Reached out to committee members
- Goals
  - Build relationships
  - Better communications between Fire and EMS
  - Have more involvement from EMS

#### Diversity, Chief Folsom (via Chief Helms)

- Shared the committee's mission statement
  - EC will consider and adopt at next meeting
- There will be no changes to the committee members
- President's Goal for the committee
  - Take the current committee and ask them to conduct focus groups in their area to gain additional feedback but will avoid the committee from getting too big

#### Communications, Matthew Littleton

- Plans to work closely with Legislative committee to get the legislatures to adopt heightened funding of the Palmetto 800 system (interoperability for all)
- The goal is to have a state radio system that does not cost the fire departments the user fee.

#### NVFC

- The next meeting will be in October
- The goal is to bring back information to share with our members

#### Life Safety Education Section

- Struggling to get people involved as chairs
- The section might be better serviced as a committee
  - Would have more structure and responsibility
  - The chair would stay more than 1 year.
  - Looking to the By-laws Committee for clarity

#### Officers Section

- Will be meeting in the next couple of months

#### Insurance Services, Zorrina Harmon

- Meeting this Friday, July 15th with Rick Cramer

- Planning to spend funds
  - Bought the conference room chairs
  - Amazon Business Prime memberships
  - Looking to check a check to Foundation

#### Foundation, Jamie Caggiano

- Tres Atkinson has stepped down as chair
- Foundation momentum has slowed and needs a jump start
- Needs to receive nominations for members
  - Directors – businesspeople who have a financial services background
  - Trustees – workers or liaisons

### **Lunch**

#### FAST, Patti Graham

- The FAST team has responded to
  - Spartanburg Police lost
  - Chester EMS
  - Oconee County
  - Fairfield County
  - Orangeburg County & Hospital
- Peer Classes
  - Greenville now and another one in November
  - Hampton County August 11<sup>th</sup>-12<sup>th</sup>
  - September 14<sup>th</sup> all Regionals meeting
- Working on getting the Peer Connect App working
- Mile in Our Boots
  - September 16<sup>th</sup> -18<sup>th</sup>
  - 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

#### Sprinkler Coalition, Jeff Allen

- Home Shows
  - (2) in January, (1) in February, and (1) in March
  - \$100 booth space rate
  - Videos
  - Supply a list of Sprinkler installers in their area
- Sign Trailer has been moving around the state
- Visiting County meetings to share information
- Fire Department needs funding for national background checks

#### Brick Lewis

- The website is going through some basic maintenance

## Brook Dennis

- Thanks for the support with Rattle Watch
- Social is going well

## **Old Business**

### Fire Rescue

- Great job, huge success, one of the best conferences
- Registration
  - 3,197 Registrants
    - Includes: Members, Vendors, Staff & Guest
  - Continue to push pre-registrations
  - Types:
    - 1,889 - Conference Registration
    - 1,056 - Guest
    - 236 - Banquet Tickets, Golf & Tee Shirts only
  - Items:
    - 319 – Pre-Sold Conference T-Shirts
    - 165 – Pre-Sold Challenge Coins
    - 153 – Banquet Tickets
    - 31 – Golf Teams
    - 8 – Single Player Golf
- Attendance
  - Wednesday – total 846-1046
    - 246 - Classes
    - 600-800 – LuLu’s
  - Thursday – total 1303
    - 480 - Classes
    - 429 - Exhibit Hall soft opening
    - 361 - Opening Ceremony
  - Friday – total 2101
    - 648 - Classes
    - 1453 – Exhibit Hall
  - Saturday – total 894
    - 275 - Classes
    - 619 - Exhibit Hall
- Voting
  - 553 votes out of possible 1058 votes
    - 789 opened the voting email
    - 222 unopened
    - 44 bounced
    - 3 opted out
  - All counties had votes this year compared to the last couple of years when multiple counties had zero votes
- Vendor Survey

- 40 out of 54 liked/benefited from the soft opening
- 37 out of 54 like the explored competition in the exhibit hall
- Would like to reduce Saturday hours
- Social
  - June 8<sup>th</sup> most interest on Facebook
  - Top Post was Golf Tournament Winners
    - People like see people
- Working on Opening Vendor Hall registration now
  - Locking in spot and placements
- Badging
  - Will be different next year
    - Decided soon
    - Get training in well before the conference
  - Hardwire internet for registration and store
    - Matthew Littleton ideas on improving internet issues
    - Will have First Net out front again.
- Country Music Festival will be the week before conference next year.

#### RFQ Update

- What's the next step?
  - Stay and update current building
  - Slow down and Regroup
  - Move ahead and hire an Architect

**A motion was made by Malcolm Burns to send out the RFQ out for bid; seconded by Randy Arant. All in favor.**

#### Executive Director Search Update

- Jamie Helms and a working group were charged with updating the job description.
  - Questions Arise
    - Should the position be split into two positions? Deputy Director
      - ◇ Too much work for one person
      - ◇ Need someone to fill in for Executive Director
    - Is there a need for a second level of management?
    - Deputy Director
      - ◇ Should an Executive Director be hired first before determining if a deputy director is needed or what roles they would have
      - ◇ Should the job/roles of the Executive Director be divided now and activity search for two individuals?
    - Should there be a re-organization of duties for the Executive Director?
    - Can we fund the additional position of Deputy Director and a new facility?

**A motion was made by Jamie Caggiano to complete the job description and bring it back to the committee; seconded by Malcolm Burns. All in Favor**

- The big question: Do we need a “Fireman” or a “Businessman” to run the organization?

#### New Business

#### Playbook

- How will a new Executive Director, President, or board member know what is going on month to month within the organization?
- Idea: a figurative 3-ring binder with transparent papers listing every committee’s major dates, all planned events, and tasks.
  - Challenge to transfer out of a word doc into an electronic version for everyone to have access.
  - Future to have the ability to add links to Association documents

#### Jason Pope

- Announced he will be running for 4<sup>th</sup> Vice President

#### Rickie Jenkins

- Announced he will be running for 4<sup>th</sup> Vice President

**A motion was made by Malcolm Burns to move into executive session; seconded by Jamie Helms. All in Favor**

**A motion was made by Jamie Caggiano to come out of Executive Session with no action taken in the executive session; seconded by Tracy Williams. All in favor.**

**A motion was made by Malcolm Burns to have Jamie Caggiano on the Foundation Board and for him to contact and engage members’ interest in the Foundation; seconded by Brian Christmas. All in favor.**

Joe Palmer asked for everyone to take of the list of upcoming Executive Committee Meetings

- August 9<sup>th</sup> – Charleston; more information to come
- September – Fall Budget Planning only the 11 voting members

**A motion was made at 3:55 to adjourn for the day; seconded by Malcolm Burns. All in favor.**