

**Executive Committee Fall Work Session
September 12 -13, 2019
Hickory Knob State Park, McCormick**

Attendance: Charlie King, Keith Minick, Jamie Caggiano, Josh Holzheimer, Malcolm Burns, Tres Atkinson, Marquis Solomon, Tracy Williams, Billy Dillon, Brian Christmas, Ryan Eubanks, Rick Cramer, Jonathan Jones, Joe Palmer, Zorrina Harmon, Brick Lewis, Rick Dunn, Ashley Boltin

The Invocation & Pledge of Allegiance was offered by Jonathan Jones

President King welcomed everyone and thanked them for being there.

A motion was made by Tres Atkinson to approve the minutes from August 13, 2019 as presented; seconded by Malcolm Burns. All in favor.

The FY 2019 -2020 Budget proposal was presented to the group by Marquis Solomon & Joe Palmer for information only.

A quick 5-minute break was taken.

State Fire Update was provided by Jonathan Jones as he went over some of the legislative items they will be working on this year along with updates on reorganization of employees that has happened at State Fire. The dorms construction at the SC Fire Academy is on track and he hopes to have those open by the end of October/ first of November. He offered that the State Fire Marshal's office is working with SLED on gaps in Origin and Cause determination. This effort is to increase the capabilities for the locals and provide more resources. Fire Marshal Jones discussed the VSAFE Grants. Notifications to the legislators will go out on Monday to those being awarded a grant, notification to the department's on Tuesday and Wednesday; and notification will go out to the departments that applied and were not successful in receiving a grant. A total of 50 Departments are being awarded a total of 1.3 Million dollars. Region 3 on the VSAFE review panel still has not been filled, we are waiting on the Senate Finance & Audit Chair, which is the person that makes the appointments and they have had the name of the nominee for a little over a year now.

The fire station construction at the Academy is behind, he hopes to have partial occupancy by January for the first recruit class for 2020 and full occupancy by mid-February. In emergency response, Chad Beam is in Charleston & Berkeley counties today training on the National Mutual Aid System (NMAS). Hurricane Dorian response has been positive so far. The new IST Team is made up of 23 members mainly division staff and has proven to be successful so far. FEMA is giving us exclusive seats in there training classes and giving us access to their resources.

12:08 pm Lunch Break

1:36 pm the meeting reconvened

Ned Toledano, Kim Bowman, Kim Burnette, Dale Worthy & Robert Key joined the group. They provided a history overview and training session on the 1% Retirement and Inspection fund.

A motion was made by Keith Minick that the Executive Director, 1st VP, 2nd VP, 3rd VP will be the designated signers for the retirement checks that have to be signed on a weekly basis; seconded by Jamie Caggiano. All in favor.

Break

Presentation given by Rick Dunn & Brick Lewis for discussion about social media accounts, websites, and communication with our members. Brick Lewis informed the group that, in FY 20-21, he is going to request money to redo the website. Rick is also going to reach out to USC School of Journalism to see they could help as a project which would cut the cost of marketing development. We are looking for a web app that can handle push button notifications. They would like to put together a working group to review our current website and provide a priority list for content.

Break for Dinner

The Committee reconvened at 7:25 pm to discuss the Executive Director Process. Joe Palmer handed out options of the process to gather feedback and to incorporate changes that the committee would like to see. Discussion was had on time frame for posting, process & hiring, along with position description. The group came to a consensus that on October 1, 2019 the Job would be posted and would remain open for 30 days. Applications reviews will begin around November 1, 2019.

Joe palmer handed out a board appointment policy, (see below) for review.

Board Appointments Made by the Association

The objective of this policy is to ensure consistency in the methodology of appointment to all the statutory and affiliated boards within the Associations purview.

At the time of the writing of this policy, it is intended to apply to: The South Carolina Firefighters' Insurance Services Board; The SC Firefighters Mobilization Board; The SC Firefighters Retirement Trustees; and the SC Firefighters Foundation. Other Boards may come to fruition and certainly the premises of this policy should apply.

This policy is not intended to supersede any statutory language associated with any of the above-mentioned boards.

This policy is not meant to supersede the language of the Association Constitution and By-Laws but instead coordinate with those regulations.

- 1) All Board appointments, not standing committees, are at the discretion of the Executive Committee. As such, the ultimate decision of appointment to those boards will be voted on, with majority rule; by the Executive Committee.
- 2) All Board positions will adhere to the set scheduled rotation, term of office, of the appointment as designated in the rules or regulations of the particular board to which the appointment is associated.
- 3) The Executive Director will monitor those terms of office and offer the vacancy or term cessation to the Executive Committee in a timely fashion.
- 4) The Executive Committee may then choose to:
 - a. Publicly offer the acceptance of applications to fill the vacancy using Association driven social or electronic media pathways, and / or
 - b. Solicit names generated by the Executive Committee members for the filling of the vacancy, and /or
 - c. Accept the letter of request from the incumbent of that Board position to remain in the role on the Board and fulfill another term.
- 5) No automatic reappointment of any additional terms of office are guaranteed by this policy. Board members that desire reappointment shall submit the request for such in writing, or email, and express qualifications and reasons for reappointment to the Executive Committee.
- 6) Successful applicants chosen to fulfill Board appointments shall be notified of such in writing, or through email, and the notification shall include the conditions of the term of office to include:
 - a. Attendance requirements mirroring those set forth for Executive Committee members in the Association Constitution and By-Laws
 - b. Right of removal at any time during the term by the vote of the Executive Committee (Except Mobilization which by statute has gubernatorial appointment)
 - c. The understanding that no guarantee is set forth for multiple terms in the position.
- 7) Minimum qualifications for the applicants to fill any board seat are as follows but not limited to:
 - a. Active duty, regular Association members, or those members showing active ability to participate in the mission of the Board, as determined by the Executive Committee
 - b. Subject matter experts, in the field associated with the Board, which demonstrate exceptional qualifications that would further the Board mission
 - c. A background or demonstrated level of knowledge that would further the mission of the Board to which the appointment is being made
 - d. A willingness to commit to the service time required and fulfilling the expectations as outlined by the particular board's regulations or guidelines for the duration of the term of office
 - e. Preference, but not disqualification, will be given to those individuals which do not already serve on another Association related board.

- 8) (3) Three of the (6) six fire service members of the SC Firefighters Mobilization Board have, with non-contractual, verbal agreement only; been shared with the SC State Association of Fire Chief's to ensure mutual support and representation of all aspects of the state's fire service. This is not binding but is a good faith gesture for cooperation. The Board members, once appointed, should be identified, not only by class for terms of office, but from which association proposed the name of the member.

Specifically the policy will apply to:

The Chair of the SC Firefighters Insurance Service Board

The (6) Six Fire Service nominees to the SC Firefighters Mobilization Committee

The (4) Four non-elected members to the SC Firefighters Retirement System Trustees

The SC Firefighters Foundation Directors

A motion was made by Josh Holzheimer to adopt the board appointment policy that has been presented; seconded by Malcolm Burns. All in favor.

Zorrina Harmon presented research she has done on the Workers Compensation Policy for Volunteer participants of Association committees. Staff has been approached by several committee members, asking if they volunteer for the association such as at conference or any of our teams; would they be covered under the workers compensation policy for the South Carolina State Firefighters' Association. Specifically, individuals that are volunteering for us that are retired and not affiliated with a department any longer. At this time, the answer is no. Zorrina has reached out to several companies to get quotes on how much a policy would cost to cover these types of folks. At this time, no one has been willing to write a policy to cover them. She is awaiting for official word back from the several providers but wanted the committee to be aware that the questions have come up and we are doing our part to see if there is coverage available.

A motion was made to recess for the night we will get started back at 9:00 am in the morning.

The recess ended and the meeting came back to order at 9:00 am on September 13, 2019.

Discussion continued on the budget.

Several questions were ask for clarification.

It was suggested that we put the working group together now to start preparing for the website changes. It was also suggested that budget in the future for the purchase of USB drives, we could load the Fire Chief Handbook and other important information from our association on it and provide the USB's to every fire department. It was also agreed that the Association should research finding and working with a consultant to help with marketing strategies.

A motion was made by Jamie Caggiano to Approve the 2019 – 2020 budget as presented by Marquis Solomon & Joe Palmer; seconded by Josh Holzheimer. All in favor.

A motion was made by Tres Atkinson the Executive Committee recognizes that \$101,405.26 was allocated from the FY 18-19 budget and finances, as a contribution to and a good will gesture for our valued members, to cover the FEMA PPE reimbursement that was not received by the FEMA grant; seconded by Malcolm Burns. All in favor.

Committee reports

President King reassured the Executive Committee that if you have committee members that are not active, they should be replaced. We have a waiting list of folks that are wanting to be active and participate in our association and President King encouraged all to review participants and ensure active roles for continued committee placement.

Finance & Audit – Marquis Solomon

Chairman Solomon announced that he will be replacing a few members.

Member Benefits – Rick Cramer

The Committee has a yearly schedule posted of our Member Benefits meetings; and it can be found on the Association calendar.

Training & Education – Billy Dillon

The Committee has a conference call on October 2nd, and our next Fire School Advisory Committee meeting will be on November 13th

By- Laws – Brian Christmas

The Committee is working on information as offered to them about delegates and the voting process and will be meeting soon for formulate thoughts and direction.

Advisory – Malcolm Burns

The Committee is meeting to review Leadership Institute applications on September 25th.

Supervisory – John Bowers

Joe Palmer offered on behalf of the Chair, that the Committee continues to review one percent forms and are working to finalize training programs going forward as presented in the budget.

Health & Safety – Tracy Williams

The Chair reported that a meeting had been held at the new Cancer Research Hospital at Pelham between fire personnel and the medical and administrative staff of the hospital. Chairman Williams believes, as does all participants of that meeting, that a long term working relationship is possible with this facility, once in operation, to work to the goals of limitation and understanding firefighter cancer. Also, the Chair asked all to assist with the cancer survey process which is forth coming and will be sent to all members.

Strategic Planning – Josh Holzheimer

The Chair reported that the Committee is working on to make sure goals and needs are met. We will meet at the association office on October 2nd. The Chair wants to make sure we are continuing forward and getting things accomplished.

Legislative – Jamie Caggiano

The Legislative Committee has had several action session so far. Primarily the focus has been on coordinating efforts around the previous session's agenda items which can be found on the web site. Additionally, much time is being offered to coordinate legislative efforts on behalf of the State Fire Marshal' office and the funding requests which that office has. The Committee continues to operate in concert with Health and Safety in relation to the firefighter cancer efforts as it is assumed that much cross walk will occur between groups on this issue.

Foundation – Jamie Caggiano

The Foundation still has several foundation scholarships open. As of today; we do not have any applicants. The Chair asked for help in spreading the word.

Tres Atkinson reported that at the request of the President, he and the Executive Director will be following up with our congressional delegation to conduct finalization of efforts from the FEMA grant.

EMS Committee – Ryan Eubanks

Chief King announced, on behalf of the Chair which had to be excused; that the committee is doing solid work. Chairman Eubanks has been in touch with the EMS Association and DHEC to continue to foster those relationships and to be inclusive on EMS topics in our state.

The Executive Committee was advised by staff that our Quarterly meeting will be October 23, 2019 at the South Carolina Fire Academy. We need each member to bring their Class A Uniform as we all will have new photos made.

A discussion was had that, as we now have a Board Appointment policy adopted, and since Jerry Williams has resigned off of the Retirement Trustees; that we need to discuss whom we would like to ask to replace him.

A motion was made by Malcolm Burns to ask Chuck Black to serve as a retirement trustee replacing Jerry Williams; seconded by Tres Atkinson. All in favor.

The Association will reach out to Chuck Black to notify him of the nomination.

Joe Palmer offered that The Association will be holding a think tank meeting on September 24, 2019 at the Denny auditorium to discuss the future of Fire- Rescue. We will be discussing what does Fire – Rescue mean, its goals and objectives, tactics, facilities, and planning. At the end of the day our goal is to have a list of top 5 or 6 items we need to address for the future. We are

looking for someone to facilitate this meeting, if you have any suggestions feel free to notify Joe Palmer.

New Business

Tres Atkinson spoke of the importance of the Finance and Audit Committee as part of our Association. After elaboration and discussion as to the thoughts which he has had after moving through the Chairs; he proposed that we consider transferring the Finance & Audit Chair position to one of the elected officers and possibly specifically – the First Vice President. Further he offered that this change would place the Advisory Committee to that vacant appointed Executive Committee Chair and leaving the 4th Vice President spot open to move through several committees during the year as a learning opportunity. Discussion was held on the concept and By-Laws will continue those thoughts at their next meeting.

The Executive Committee then discussed service on various committees and the need to place a submission form for those interested on The Association website along with details of the desire for service.

A motion was made by Tres Atkinson at 10:54 am that we adjourn the 2019 Fall work session; seconded by Malcolm Burns. All in favor.