

Executive Committee Meeting Minutes
August 13, 2019
MUSC Burn Children's Camp Can Do & St. Johns Fire Department

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

11:33 am Meeting called to order by President Charlie King

Invocation & Pledge of Allegiance given by Joe Palmer

President Opening Comments- President King thanked everyone for agreeing to be on the committee this year. Pres. King stated that we had a great Conference this year and offered a thank you to all that assisted with the conference. This year's focus will be to take a step back and look at all the programs we offer to our membership see how we can perfect and improve them. We will be looking at what our Short term and Long-term goals will be, we also all need to be versed to speak about our programs as committee members. Pres. King stated that we will be looking forward to what our future Leadership of the Association will bring. He thanked Joe Palmer for coming back to help out in the meantime.

First VP Chief Keith Minick offered that this year's focus with The Legislative Committee will be on a large number of issues as well as Firefighter Cancer. Chief stated he will be working with Chief Caggiano on Firefighter Cancer issue and the Legislative process as it pertains to that issue. The Legislative Committee has a meeting scheduled on August 20, 2019.

Executive Directors Report was given by Joe Palmer. His main focus is on Instant Stabilization of finances and operations, working with Executive Committee and its Chairs, and Staff development. Joe stressed that we have need to re-focus on Committee and Association mission and goals.

Chief Palmer continued by offering that we have not received our agreed upon grant reimbursement of \$178,000 yet; but we are expecting it any day now. It will go to the general fund when received.

Chief Palmer stated that the budget is where the next focus will be, and he will be focusing on preparing that over the next several days and look forward to presenting the budget in September. Chief Palmer will be meeting with each of the Committee Chairs to discuss Committee focus for the coming year. At the next Executive Committee Meeting, a draft of the selection process for the next Executive Director will be presented for review and approval. For Executive Committee Meetings going forward, the process previously used for Committee reports online prior to the larger meeting of the Executive Committee will be asked to be used. Chief Palmer offered that this will facilitate more effective communication between staff and committee members. At each monthly Executive Committee meeting, a staff highlight will be

presented to streamline and focus Executive Committee Members attention to decision making. The Executive Committee Fall Planning meeting is scheduled for September 11,12, and 13.

President King discussed the previously presented concept of emailing the committee reports ahead of time.

A motion was made by Josh Holzheimer to accept minutes from May 9, 2019, May 14, 2019, June 25, 2019 with one correction to June 25, 2019, name change from Brian Bailey to Brick Lewis talking about Challenge Coins; seconded by Malcolm Burns. All in favor.

Committee Reports

Legislative – Chairman Jamie Caggiano reported that they have a meeting scheduled for August 20th at the Association Office. Chief Keith Minick and Chairman Jamie Caggiano will be working together on the firefighter cancer concerns.

Strategic Plan – Chairman Josh Holzheimer announced that Hamp Shuping has ask to come off the committee and John Jones will be added to the committee.

Advisory Committee – Chairman Malcolm Burns has reached out to all of his committee members and everyone is willing to serve again. The Advisory Committee will be meeting very soon to go over Leadership Institute applications.

Supervisory – Chairman John Bowers could not be with us today, but Joe Palmer offered the comments that he will be meeting with Chief Bowers. The committee has been doing 1% classes that have been regional classes, they have proven to be worth the investment. President Charlie King added that John Bowers spends a lot of his personal time out visiting with departments, and members we need to thank Chief Bowers next time we see him for the good work that he does that he doesn't have to do.

Member Benefits – Chairman Rick Cramer has made contact with his committee and everyone has chosen to stay on the committee. He plans to have a committee schedule of meetings as soon as we receive the regularly scheduled meetings of the Executive Committee. Chief Ray at the SC Fire Academy has been in discussion of how we can adversities the benefits we offer at the fire academy, to all students that come through. They have allowed us to have a part in every class. If anyone has an idea of a benefit the committee should look at offering, please share that information with Chairman Cramer and he will be happy to look into it. His goal is to work on educating the members of the benefits that are already out there for them. As of the coming fiscal year, the benefits portion of dues- \$31.00, may be exceeded. Potentially, the Executive Committee will need to look at the financial utilization of the benefits package side of membership fees. Research must be done on either renegotiating of benefits that we currently have or reducing the benefits to fit the current fee income.

Training & Education – Chairman Billy Dillon thanked President King for allowing him to serve. Chief Dillon stated he knows he has a lot to learn and is looking forward to serving as the Chairman. Tomorrow will be his first Fire School Advisory committee meeting at the SC Fire Academy. Chairman Dillon is learning the differences and needs of the two committees he chairs - the Academy Fire School Advisory and Association's Training & Education Committee. He looks forward to meeting with the Training & Education Committee soon.

Health & Safety – Chairman Tracy Williams could not be with us today, due to family health issues. Tracy will be back with us next meeting. The group expressed their thoughts and prayers to Chief Williams and his family.

By- Laws – Chairman Brian Christmas thanked Joe Palmer and Staff for visiting with him to discuss the work to be done by the By-Laws Committee. Chairman Christmas talked about how the voting numbers have consistently been dropping and this year was no exception. We will be looking at everything to include method & process. By-Laws will be working with Strategic Planning to talk an out the future of voting to see what we can do to help increase participation.

A motion was made by Malcolm Burns at 12:29 to recess for lunch; seconded by Tres Atkinson. All in favor.

A motion was made by Tres Atkinson at 2:00 pm to reconvene; seconded by Josh Holzheimer. All in favor.

The meeting moved location to St. Johns Fire District Headquarters. Marquis Solomon joined the group.

Finance & Audit – Chairman Marquis Solomon expressed concerns on recouping the grant money, but after conversations and paperwork; we are on our way to receive the \$178,000 funds. The Association has currently paid all of our Fire – Rescue Expenses.

Foundation – Chairman Jamie Caggiano expressed concerns over the two years of lack of major growth. Chief Caggiano asked to stay on the Foundation board, but not as the Chairman. The Foundation is currently are working with CPM to offer a \$1,000 scholarship. The other scholarships were introduced at the Fire – Rescue Conference.

EMS – Chairman Ryan Eubanks, thanked everyone on the committee and is looking forward to a great year. He has made contact with the committee members and partners to include Henry Lewis, Julie McCabe, and Sarah Craig. EMS Regulations are up for review and the committee will work with the EMS Association on education of these regulations, across the state along with partner groups. In the Association By-Laws, it states that we shall have a Medical Director. The EMS Committee is helping the President by working on this.

Staff Highlight – Zorrina Harmon, SCFIS explained why the Insurance company was formed in 2005 and how it benefits our members. Jamie Caggiano asked if Zorrina can provide a total growth chart from inception. Our next step as a company is to determine what is our next product to grow the company. Zorrina went over the policy and procedures for SCFIS, the SCFIS Chairman serves a two-year term, the member benefits chairman is appointed by the association, Vice chair serves as a 3-year term and the other two to three members are appointed by the SCFIS chairman. The SCFIS Chairs make policy for term limits on these two to three individuals. Current Insurance board members are Scott Smith, Rick Cramer, Joe Munn, Alvin Payne, Butch Womack & Tommy Norris. In 2008, SCFIS increased the benefits package to \$31 making overall dues \$40. The current benefit package includes 3 policies. An accident and health policy that has income protection, 24 Hour AD&D of \$3400 and a Group Life of \$1600. In the future, to sustain the current benefits, The Association will have to increase the benefits package cost or reduce services. It was requested that the Benefits committee meet and present their recommendation at the November Executive Committee meeting. Zorrina discussed that the Social Security Administration is now requiring that The Association have corrected date of births and partial socials to identify all members for benefits payout. All organizations that purchase Group Life must verify membership to make sure to whom they are paying death claims. Brick has already requested the field on the Association database for the last five digits of members socials to be a required entry.

Old Business

The DHS SAFER Grant program was updated by Pres. King. At issue, for all to participate; an open discussion, was the PPE portion of the grant. Not all of the PPE has been delivered yet. Joe Palmer is in weekly contact with the vendor on this matter.

A list of departments that participate in the Retirement system was given to the committee members as requested from the May meeting.

New Business

Planning for the 2019 Chief's Conference and the Association's involvement was held. SCFIS has purchased a booth and the Association and Executive Committee members will share staffing the booth with them.

2019 Fire – Rescue Conference Review – A Fact Sheet was given out and discussion was held. Joe Palmer offered the assessment: if the Executive Committee wants the same show for the future, staff can produce the same show. If members want something different, the Executive Committee is going to have to restructure. President King and staff will be hosting a planning meeting to talk about the future of SC Fire-Rescue in the coming weeks. We will invite some of our vendors, attendees, board members, facility, and other our key partners to this meeting. Suggestions from the board members at this meeting were: to get rid of the all-day business meeting, look at changing the event to another month, and the possibility of holding Fire-Rescue in conjunction with Legislative day. Joe Palmer suggested that it needs its own steering committee and a full-time person to drive this conference.

Board Appointment Policy – Joe Palmer is working on formalizing the process of board appointments so that we have it in writing in our Policy and Procedures manual going forward. Some of the items that will be addressed are how they are appointed, terms of office, minimum qualifications, application process, an understanding of agreement of the selected to include attendance & involvement requirements. Joe has asked Brick to help create a form fillable app. A draft policy will be provided for review and approval at the September meeting.

Executive Committee meeting dates for the next year were given to the committee.

The Executive Committee next meeting will be the Fall work session at Hickory Knob State Park September 11- 13, 2019. On the 11th only the elected members will arrive, on the 12th the budget proposal will be offered, the State Fire Marshal will speak to the group, retirement trustee training session, review of the Executive Director search process, Rick and Brick will be the staff highlight. On the 13th we will finish up business and approve the budget and should be out by lunch time.

A motion was made by Josh Holzheimer at 4:34 pm to adjourn; seconded by Tres Atkinson. All in favor.