

Executive Committee Meeting Minutes
Via Zoom
May 12, 2020
1:30 pm

Attendance: Keith Minick, Jamie Caggiano, Josh Holzheimer, Malcolm Burns, Brian Brazier, Tres Atkinson, John Bowers, Marquis Solomon, Rick Cramer, Billy Dillon, Tracy Williams, Ryan Eubanks, Will Broschious, Charlie King, Brick Lewis, Carter Jones, Ashley Boltin

Call to order by President Keith Minick at 1:31 pm

Invocation & Pledge of Allegiance by President Keith Minick

State Fire Chief Jonathan Jones gives updated.

The Fire Academy is currently working on getting the final approval of what Phase 1 for regathering at the Fire Academy will look like. Last week the academy opened back up their support for in-house training at Fire Departments and continued supporting Mission Critical training. On May 18th they will resume some regional classes. These are classes taught at a host department, by host department instructors, but open to students outside of the host department. This will be done at the discretion of the host department and dependent upon the host department's willingness to allow students from outside of their agency to attend.

At this time, the next on-campus recruit school will begin in August 2020. SCFA is looking at options to possibly run the cancelled April recruit school on a stagger schedule with the August class, but this will be logistically challenging and SCFA is no certain it can be done. State weekend at National Fire Academy is still on go, you must register by May 30th but there will be no penalty if you cancel after that date. National Fire Academy is will resume classes on July 6th; essentially, we will be their first big event.

Deputies will resume their regular inspection schedule on May 18th. The ERTF and Firefighter Mobilization are continuing to telecommute and respond to requests for assistance.

A motion was made by Josh Holzheimer to approve the minutes from February 11, 2020 and April 21, 2020 as presented; seconded by Malcolm Burns. All in favor.

Committee Reports

Members Benefit – Rick Cramer - The benefits committee had a meeting via zoom, and we are currently working on a couple of goals that were set in last year's strategic plan. We look forward to accomplishing these goals.

Old Business -None to report

New Business

We have 2 topics to address for new business Fire – Rescue Conference and a letter of intent to run for Vice President.

Fire-Rescue Conference future, Executive Director King emailed everyone a matrix last night. This is a list of improvements that were identified in last September's Fire – Rescue after action meeting. ED King went through the document with the group. The top 6 items that were identified as needing improvements are

1. No CLA
2. Vendor/Participant Survey
3. Time of Year
4. More Family Events
5. Private/ Soft Opening with Vendors
6. More Hands On Trainings

This document is set up so that we can track and improve milestones. We need the help of everyone to put your thoughts under the improvement milestones column and from there we can assign to who is ultimately responsible of accomplishing this task. Next EC King moved on to the 5 year plan document, this was a comparison of what was spent on conference in 2016 & 2017 held in Myrtle Beach, 2018 & 2019 held in Columbia and then 2020 most are estimation of cost with actual cost noted that have been spent as well. As ask, Ashley has obtained a quote from the MBCC for the year 2022 (we currently have a contract for 2021 in Columbia) with the room requirements that MBCC/Sheraton have of 1155 room nights, we would have to sell 150 rooms per night, we as an association occupy about 100 rooms per night, these rooms include guest speakers, instructors, volunteers, executive committee and staff. Chief Bowers requested that we set up a tour of the MBCC/Sheraton. We will put together a team from the Executive Committee and Staff to go visit on a fact finding mission in the coming days. Jamie Caggiano, Josh Holzheimer, John Bowers, Billy Dillon, Keith Minick, Malcolm Burns all express that they would like to be a part of the Fact Finding Team. Ashley will reach out to the MBCC/Sheraton to see when they can accommodate us for a tour.

Letter of Intent

We are going to break this in to a two part conversation.

Part 1: The executive committee should have received a forwarded email from ED King this morning that we received a letter of intent to run for 1st VP from Past President, former Executive Director and current member M. Kyle Minick, staff has confirmed his membership and as a member of this organization he is eligible.

Part 2: Due to By-Laws and Internal Policies, the question was posed is his eligibility by the timeline set forth from when the letter was received. A review was given to the group that per our By-Laws, a member in good standing can run against 1st VP – 2nd VP- 3rd VP- 4th VP. It was implemented by policy for quite some time that a letter of intent must be signed and returned to the Association Executive Director acknowledging the requirements to run for office. Please see below for wording from the Process and Policy letter of intent.

The numerous processes and policies surrounding your candidacy for the office of Vice President have created the need for protecting the interests of the Association staff and for your effective campaign. This letter should serve to familiarize you with the process and

ensure that we all have proper notification of policies. Please allow us to list some of the dates and issues of which we are aware that can make this year the best for your candidacy.

- 1) You may announce at any meeting of the Association your intent to run. The President sets the agenda for those meetings and as such is responsible for giving you recognition at those meetings.
- 2) Your candidacy is not official until the Executive Director, or his designee, has received a written or electronic letter of intent from you.
- 3) The Association cannot forward to you our mailing list but if you decide, the Association is willing to include messages from you in some electronic FireWire editions and in the mailer for conference in the spring.
- 4) The Association does not maintain or provide a list of any local meetings. Any meetings we are aware of are on our Association calendar on the web site.
- 5) Thirty (30) days prior to conference, the Association must have in the hands of the member departments the official conference packet containing issues to be dealt with at that conference by the delegates in attendance. Typically, in this packet is located a description provided by the candidate offering his/her platform and introduction. No standard format exists for this letter and its design is at the discretion and is the responsibility of the candidate. If you wish this letter to be in the packet, the Association asks that you have this letter prepared and the original to our office sixty (60) days prior to the Annual Conference. The Association will incorporate this into the conference newsletter. The candidate must reproduce color copies or materials outside the realm of this newsletter. No further notification of this packet will be provided to the candidate by the Association staff and it is solely the responsibility of the candidate to have material to the Association office.
- 6) Once the packet has been mailed, no more candidates may announce their intent to run for 1st Vice President as by laws offer that all issues to be voted on by the delegates must be presented by the Association thirty (30) days prior to conference.
- 7) Once at conference, the candidate may avail themselves of any tasteful means of advertising their candidacy, as they so desire given the parameters of convention center policies and the manors of good decorum that would be decided by the President.
- 8) Convention center policies on signage read as follows: "The use of pins, nails, or tape on facility walls, doors, and ceilings is strictly prohibited." Any deviation from this policy will not be endorsed or advocated by the Association and granting any exceptions will be between the candidate and the convention center staff. Full copies of the Convention Center rules are available at the Association office.
- 9) During the conference, you will be recognized by name only at the Business meeting by the Election Committee Chair.
- 10) During Conference, you will be given a maximum of five minutes to present information on yourself or your platform at the Business Meeting. The order of presentation by candidates, should multiple candidates exist, would be alphabetical by last name. The Elections Committee Chair will keep this time.

- 11) If only one candidate exists for this office, elections will not occur, and the candidate will be sworn in at the Transfer of Command ceremony.
- 12) Elections will be closed the Friday of Conference Week at 1300 as this ensures sufficient voting opportunity has been given to the delegates as outlined by the by-laws and the conference schedule. Currently the balloting process is through electronic means through the use of an on-line voting mechanism.
- 13) Results of the elections will be tabulated by the Elections Committee; offered first to the President (along with documentation of the results); the President will offer the results to the candidates; the President will offer the results and official tabulations to the Executive Director for retention for one year; and the results can be made public by the candidates themselves. The President, at the Transfer of Command ceremony, will announce official results.
- 14) The elected candidate will need to be present at the Transfer of Command. At this meeting, the candidate will be offered a few moments at the podium for an acceptance speech prior to the swearing in ceremony.
- 15) Roles of the office of 1st Vice President will be offered to the newly elected person after conference at a time set by the 1st Vice president and the Executive Director.

You are being asked to sign this page to offer assistance in the upcoming months to help you refer to the known process surrounding your candidacy. You are asked to keep a copy and the Association staff will retain a copy for offering to the Election Committee Chair at conference as confirmation of your knowledge of the process and agreement to such.

Per the By- Laws Section VII. Subsection 1. Candidates for Elected Office – Each candidate for elected office shall submit a written statement of intentions to the Chair of the Elections Committee with the exception of the First VP who is designated as the President- elect.

We as an association have to send written notification to our membership no less than 30 days prior to the start of conference regarding issues to be brought before the delegation for vote per Constitution Article VI. Section 1. C. There for your association has to have these documents printed and mailed by the first of May in order to get them in the hands of the membership by the 30 day mark, which this year was May 11th. We did not receive this letter of intent until May 11th there for the packets had already gone out to the membership to meet the 30 day in had requirement. The candidates that run for office acknowledge this when they sign the Notification of Process and Policies for running for Vice President. Line 6 clearly states once the packet has been mailed, no more candidates may announce their intent to run for Vice President as by laws offer that all issues to be voted on by the delegates must be presented by the Association thirty (30) days prior to conference. Discussion was had amongst the committee members.

A motion was made by John Bowers that the executive committee does not accept this submission based on item six of the process and policy for persons running for vice presidents; seconded by Tres Atkinson. All in favor. Jamie Caggiano abstained form vote.

Our attorney Joel Stoudenmire has been contacted to weigh in on the issue and we are awaiting his response of opinion. Any new information that is received from attorney Stoudenmire, executive director King will pass along to the executive committee. President Minick will then inform the executive committee if they need to reconvene.

A motion was made by Malcolm Burns to adjourn the meeting; seconded by Josh Holzheimer. All in favor.