

**Executive Committee Minutes**  
**TEAMS Meeting**  
**February 4, 2025**

*Attendance: Randy Arant, Mike Norket, Kevin Henson, Malcolm Burns, John Bowers, Ross Vezin, Terry Sheriff, Brad Kavetski, Billy Barnes, Kevin Crosby, Rickie Jenkins, Mickey Folsom, Chad Beam, Joe Palmer, Doug Cline, Rick Cramer, Jamie Caggiano, Jamie Helms, Brick Lewis, Zorrina Harmon, Ashley Boltin*

10:01 am Call to order by President Arant  
Invocation & Pledge of Allegiance by Chaplain Rickie Jenkins  
President Arant acknowledged Kevin Henson's Birthday.

***A motion was made by Malcolm Burns to accept the minutes from January 14, 2025, as presented; seconded by Kevin Henson. All in favor.***

**Committee Reports**

Finance & Audit – Pierce Womack – The auditors are currently in-house, once they conclude we will present their report to the Executive Committee.

Legislative Report - Jamie Helms CFSI is next week we are working on the finalization of the talking points. The Legislative Report has a new look to it. The weekly legislative reports are posted on our website. The Executive Director went over the current legislation that is being watched. President Arant thanked everyone on the committee for their hard work.

Advisory Committee – Mike Norket – The award nominations ended on January 31<sup>st</sup>. The committee will be meeting to review this month; we look forward to presenting our recommendations at next month's meeting.

4<sup>th</sup> VP – Kevin Henson – He sat in on the officer academy selection this morning, they selected and filled the last 3 slots open. He has received positive feedback on the FSI Conference.

Past President – Malcolm Burns – We are working on finalizing the location and date for the Past President's lunch.

Supervisory – John Bowers – We have 3 trainings coming up February 24 – Abbeville, March 3 – Saluda & April 29 – Chesterfield. The deadline has passed for 206 & 207

forms. We have 180 departments delinquent; we will work on helping get these folks back into compliance.

Member Benefits – Ross Vezin – Our last meeting was held on January 7<sup>th</sup>. The memorial service will be held on February 15, 2025, we hope to see you all there.

Training & Education – Terry Sheriff – The website is updated with the Fire – Rescue schedule. Our call for presenters is open for the 2026 FSI Conference. The Fire Academy advisory will meet on February 12<sup>th</sup>. We appreciate the support from the committee for the FSI Conference. It was a huge success. Out of our six-member committee, four of the committee members showed up to help for the week. We are working on the conference evals, as of today we have received 74 responses. We had a total of 266 people attend the training. We offered 13 Hands-on Classes and 2 classroom Seminars. Our numbers show we had 235 Career folks attend and 31 Volunteers.

Health & Safety – Brad Kavetski – The committee met last week, and this month's safety spotlight is Midway Fire Rescue. Our committee has been working with Chief Gwyer to assist with the Fun Run for Fire – Rescue. We are looking for ways to increase our awareness for sharing our message, so we will be parting with the Peer Connect app. We are working on revamping our Health & Safety webpage. We are also working on a Health & Safety Summit to be held on April 18<sup>th</sup> in North Charleston; financially we have \$11,000 available in our budget, for this summit we are looking at a total cost from \$20,000 - \$22,000. We would like to come to you to see about authorizing us to use the remaining out of our member benefits reserve to cover the remaining balance. Zorrina offered comments of support.

***A motion was made by Brad Kavetski to utilize the member benefits surplus to pay the remaining balance of the Health & Safety summit outside of the already allotted budgeted summit amount in the current budget, seconded by Malcolm Burns.***

***Roll Call Vote (Pierce Womack – In favor, Kevin Henson – In favor, Malcolm Burns – In favor, John Bowers – In favor, Ross Vezin – In favor, Terry Sheriff – In favor. Brad Kavetski – In favor, Billy Barnes – In favor). Motion Passes 8 – In favor, 0 – Opposed.***

Strategic Planning – Billy Barnes - I have submitted my report online. The committee will be sending out a survey by the end of the week. We look forward to next month's Strategic Plan.

EMS – Kevin Crosby – Our next meeting is March 25, 2025, we will be finalizing the Stop the Bleed proposal kits. We are working on our podcast our first guest will be Department of Public Health Director Jones & Mitch Stewart. I plan to attend the EMS Summit on March 5 -7, 2025.

Conference Experience Committee – Ashley Boltin – We continue to work on the conference Experience we look forward to partnering with Conway on hosting a movie night and we continue to work with Myrtle Beach on possibly moving the fun run to the actual beach.

Chaplain Committee - Rickie Jenkins – We are working with the Public Safety Chaplaincy Association on bringing training to the Conference in 2026. They will also have a booth at the Conference this year.

Community Engagement Committee -Mickey Folsom -No report

Communications Committee – Chad Beam – We are meeting next Monday with Dennis Comer. The new NERIS will have a huge GIS Component; we are going to work on creating a one-page flyer to pass out to educate our departments on what will look different. Also, we have 4 of our six members who were elected to represent the Pal800 committee and Pierce will represent the Emergency Service side as well.

OSHA – Joe Palmer – On the federal side there is no date yet for the Department of Labor Secretary to be confirmed. We are on a 60-day delay. From a state plan, we have broken up into subparts with groups working on a draft document. We are currently on version 6 of this document.

Officer Section – Doug Cline – We continue to work on the Strategic plan for our section, we will have the draft document ready to present in June. Our next podcast will be in March.

SCFIS – Rick Cramer & Zorrina Harmon - The Memorial Service will be held on February 14, 2025. We will be hosting a Zoom meeting to discuss PRS & the strategic plan we will have ready for our March meeting. Our audit process has been completed.

Foundation – Jamie Cagginano – Scholarships are now open; the Burn Children fund will be hosting a pickle ball tournament this weekend in Summerville.

Brick's report gave an overview of his staff.

### **Jana Kassianos**

Departments who did not meet the deadlines – On February 1<sup>st</sup> there were:

- (21) departments did not pay dues
- (60) department not selected Voting Members
- (133) departments did not complete Form 206
- (119) departments did not complete Form 207

### **Brook Dennis**

Project: Intern position descriptions + postings

Status: Actively ongoing

Needs: Splitting the original staff job position description into two intern position descriptions. I think Helms is also trying to split the position description. Y'all know I don't know what I'm doing with this!

Project: SC-TF1 beautified packet for legislature

Status: Ongoing

Needs: Need better options from Colonial Printing. Waiting on SC-TF1 response stats from Chad. TBD on final product at this point.

Project: SCFR25 app

Status: Upcoming/ongoing

Needs: I am caught up with where Rick is on the agenda for Eventur. I will start getting deep into app work in the coming weeks.

Project: FSIC registration dashboard research

Status: Ongoing

Needs: I sent Luke at Eventur a detailed email with the unique needs of Fire Service Improvement Conference registration. I have a call with Cvent on April 1 to discuss what they can offer. I will continue to research a platform/dashboard to implement prior to FSIC 2026. I will work closely with Rick and Brick because of the budgetary implications.

### **Jeff Oswald**

1. January 13, 2025, Greenville County 1% Regional Training Class hosted by Boiling Springs FD, Greenville Co. (50) Registered for the class; (52) attendees; (20) Fire Departments represented and the Greenville County Treasurer; (3) Counties represented by attendees.
2. February 24, 2025, Abbeville County 1% Regional Training Class hosted by Abbeville County. (43) Registered for the class; (41) attendees; (15) Fire

Departments represented and the Abbeville County Treasurer; (2) Counties represented by attendees.

3. Saluda County 1% Regional Training Class hosted by Saluda County Fire Service. (32) Registered for the class; (22) attendees; (9) Fire Departments represented and the Saluda County Treasurer; (3) Counties represented by attendees.
4. April 29, 2025, Chesterfield County 1% Regional Training Class hosted by Cheraw FD. Registration link was made available on February 3, 2025. We currently have (21) registrants.
5. Working with Chief Phillip Delk of Barnwell FD to schedule a 1% Class in July 2025 for Barnwell County. We last conducted a 1% Regional Training Class for Barnwell County on May 20, 2019.
6. Working with Battalion Chief David Wakeman of Cayce FD to schedule a 1% Class after 2025 SCSFA Fire-Rescue Conference. For the departments that require to attend a 1% Class before they can receive their 2025 1% distribution, this class would provide an opportunity for the ones that were unable to attend the conference.
7. Would like to secure additional host departments for 2025 1% Classes. If anyone is interested, please let me know.
  - FD meetings/classes in February – Awendaw-McClellanville Consolidated (02/10); Tyger River (02/20); Abbeville County Fire Service, Abbeville Co. (02/24 – 1% Regional Training Class)
  - Contacting departments to inform them about missing/late forms. Assisting departments with their forms to get them submitted to try and decrease the number of departments on the “not in good standing” list.
  - Audits are being conducted by Greene Finney Cauley, LLP; (34) Follow-Up Audits and (36) Initial Audits; assisting with questions that arise during audits; providing Greene Finney Cauley, LLP, additional contacts for departments they are having difficulties contacting.
  - Daily task of 1% job duties

Zorrina – Memorial Service on February 14, 2025, we would love to have you all, there will be special seating for you at the front right for EC and Spouses. We will have the photo booth again, SC FAST team present. We have 105 individuals being honored with over 500 family members RSVPs so far. We will be hosting a run-through at the church tomorrow for folks that are involved. PRS – We have hosted several meetings with Jim Rourke’s group on what we need to do to keep PRS compliant, working on external paperwork so we can become a staffing agency and consulting firm.

Ashley-  
Greg Bulanow –

We have had one applicant that was working on the 2025 class dropped, so now we have 10 folks working towards the class of 2025 -2026.

### Schedule

- Attended the Fire Service Improvement Conference Friday activities
- Will be attending and speaking at the Leadership Weekend in McCormick this weekend
- Will be helping with the Leadership Weekend in Charleston later in the month.
- Will be meeting with Ashley to go over the schedule for next year's Leadership.
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Carter Jones –

### Projects & Conference

- Darlington FD & Darlington Museum (Darlington History Project) ...discussed exhibit plans '25
- Bennettsville FD...gathered more history information & lined up 1924 engine for Conference

### Archiving

- Visited State Archives & History...met w/ archivist for information on potential hire.
- Contacted Catherine Baker (Archivist) at Frances Marion Univ. & Board Member of Archivist Association who is interested in coming to Columbia in couple of weeks to discuss our needs & see our collection. She suggests we may be better served with a Project Archivist rather than part-time person. Very interested in helping find the right person.

### Attended & Visited

- Attended Chesterfield Chiefs' Meeting
- Attended annual SPAAMFAA Chapter meeting (Rekindle Society) in Cheraw
- Attended Improvement Conference program
- Kerber funeral. Fort Mill
- Mark Davis's Mother's visitation (Eutawville)
- Visited w/ Aaron Small in nursing facility

Rick Dunn-

### Officer Section

- I have not received any direction from the Section leadership in this reporting period on several ongoing projects. I will be reaching out to Chief Cline this week to follow up.

### Officer Academy

- FOA 25-01 begins March 2, 2025.

- The original 24-02 class, which was delayed by Hurricane Helene, has 22 participants. They have been communicated with and are in the process of updating liability forms.
- With 3 open positions in the program, we opened the selection process in October. 7 individuals were selected to attend the online assessment. 6 have completed all assignments. February 4, the Review and Selection Committee will convene and make the final selections for the 25-01 class.
- Planning and logistics continue for this class. Facilities at the SC Fire Academy and Lexington County have been secured. All instructors have contracts and W9 completed and are prepared to begin. I have also notified all evening panelists, and all have indicated they will be there.
- Chief Helms has worked with Charlottesville Va Fire to have 2 officers come and observe the program. I have shared the information with them and secured all needed accommodations.

### OSHA

- During this reporting period, I attended the stakeholders meeting at the DoubleTree Hotel and presented, along with Travis Carricato on the work we have completed to date. Another meeting is planned with the Industrial Working group on February 12, 2025.
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### Website/Video

- I continue to update the website as needed.
- I completed the FSIC Roundtable video and provided to Brook for distribution.

Kim Bowman –

Retirement is running smooth. A meeting was held with Milliman last week. Kim continues to work hard in supporting our departments and members in the retirement system.

Executive Director Jamie Helms –

PRS is under the Insurance Board, so no action is needed from the Executive Committee.

This will be the second Officer Academy that we will have out-of-state folks shadowing, this class, Charlottesville, Virginia, will be shadowing.

State Fire Chiefs training will be February 28 – March 2, 2025 we did not budget for this but if you want to attend, let Ashley know and she will get you registered.

### **Old Business**

CFSI – we are working on finalizing the talking points, but we will also be providing a packet to each office on OSHA it will also include the letter we sent to the Senators on

the appointment of Secretary of Labor. Ashley will resend everyone's flight and packing list.

### **New Business**

The spring work session will be March 12 -14, 2025 in Beaufort, SC, Ashley provide details and will email this out as well.

Playbook Review by Executive Director Helms.

***A motion was made by Malcolm Burns to Adjourn; seconded by Mike Norket. All in favor.***

### **Online Reports**

Strategic Plan -Bill Tomes of CofC discussed the Engagement Survey that will be sent to our members. A list of items was discussed, including what information we wanted to see from the survey. He is working on a draft to present to the committee and once approved to be sent to the EC for final approval.

OSHA - 1) Coordinated and held facilitated discussion of larger stakeholders' group at DoubleTree Hotel as part of FSIC. Reviewed federal process and proceeded with discussion and development of a state plan. 2) Coordinated with several of the state plan subpart committees and Chairs to continue the process of the state plan subpart developments. 3) Drafted and assisted Association staff in a letter to Senators Graham and Scott on our position and concern of the confirmation of the new US DOL Secretary. 4) Completed Draft Version 6 of the State Plan, incorporating some information from subparts and information gleaned on Jan 24th. 5) Updated, with Association staff; contents of the Association Web site OSHA page to reflect recent activities and documents

### **Executive Committee Action Items**

1) Familiarize themselves with position papers and concerns of this issue prior to CFSI trip.

NVFC - Nothing new for the executive committee. Jack Kirlin is at NFA for AFG peer review this week.

Legislative - Your Legislative Committee met on Tuesday, January 28, 2025, in Columbia. Konduros and Associates gave a report on current legislative items that are being watched but not much action has happened as session has just started and all Legislators were recently furloughed due to inclement weather/snow. The committee viewed a form that will be available/added to the website which will allow members to see what's being watched/worked on by the committee as well as its status with a



hyperlink to the bills which will provide more in-depth information. The committee began working through the definition of "Fire Department" and quickly realized that we will have to break our definition down into bullet points and take the departments individually and see if they meet the bullet points as defined by the definition. This is going to take a little time, but the committee is still actively working on the document. Director Helms has placed the document in TEAMS where the committee members have access and are currently adding to the document to get it ready to match up with the departments in the state. My expectation is that the document will be ready by the spring planning session.

Training & Education - FSIC 2025: Six members of the T & E Committee attended the 2025 Fire Service Improvement Conference. 4 assisted with the operations of the conference while 2 were instructors at the conference. This is the 4th year for Improvement Conference held in Columbia in January. Classes were expanded to a total of 13 with 11 hands on and two classroom seminars. This is the second year that no acquired structures were used and many thanks to State Fire, Lexington County Fire, City of Columbia Fire, Yon Farms and DoubleTree Hotel for hosting the classes and providing personnel and equipment, etc. Many vendors assisted with the success of the conference. We are receiving feedback through student surveys and once compiled will share with the EC. This year was the debut of the Driver/Operator Program. Due to the weather, initially had 315 registered students, 266 attended the conference. The Conference continues to get better and bigger each year. Friday night meal and roundtable was excellent. Association webpage, link to watch the roundtable and under "Here's some of what you missed." pictures of the conference. - Fire-Rescue 2025: Check the website for classes. More work is being completed on the website. - Call for Presenters: Currently accepting for FSIC 2026. open until 02-28-2025. F/R 2026: Opening soon.

Health & Safety - Continuing our monthly "Safety Spotlight" series. February will highlight the redevelopment of Midway's Job-Related Agility Test to reduce injuries yet still capture physical performance benchmarks for their members. Committee has plans to discuss conference Fun Run with Chief Gwyer in the coming weeks after the conference committee meets. I had a conversation with Patti Graham about including the committee's safety messages with the Peer Connect App in an effort to broaden our message. Discussed revamping the H&S webpage for a cleaner more organized look. Finally, the H&S Summit remains on the table for April 2025 in North Charleston, staff has received a contract from FRCE that they are reviewing, and we will need to discuss budgetary items during EC meeting.

Executive Committee Action Items  
Discuss H&S Summit budget/cost.

Chaplaincy - Working to have chaplains across the state for scene response. Will be attending a training class next week for Crisis Scene Response.

Supervisory - 1% Regional Training classes: February 24, 2025, Abbeville County  
March 3, 2025, Saluda County April 29, 2025, Chesterfield County

Executive Committee Action Items

Executive Committee to consider punitive measures to those departments that do not submit required 206 and 207 forms before established deadlines. Roughly 180 departments.

Member Benefits - We have not held a meeting since January 7th, but the website now has been updated to reflect "Member Exclusives".

Communications & Technology - We will be meeting 2/10 at the association office to discuss the comprehensive report for the state's technology makeup, pal8, and neris.