

**Lancaster County Fire Commission**  
**Regular Meeting Minutes**  
December 3, 2015

The December meeting of the Lancaster County Fire Commission was held on Thursday, December 3, 2015 at the Lancaster County EOC at 111 Covenant Place at 7:00 p.m. Freedom of Information Act requirements were met by fax notification to The Lancaster News, The Herald, Kershaw News Era, Learn TV and Fort Mill Times. The agenda was also posted on the bulletin boards at the Lancaster County Administration Building and the EOC on Wednesday, November 25, 2015.

Chairman Timmy Baker called the meeting to order at 7:00. Terry Ward gave the invocation.

***Fire Commission Members:***

Antioch – Ken Helms \*  
Bell Town – Timmy Baker \*  
Buford – Rocky Hudson \*  
Camp Creek – Matt Baker \*  
Charlotte Rd/Van Wyck – Craig Roof \*  
Elgin – Brooks Faulkenberry \*  
Flat Creek – Ken Sims \*  
Gooch's – Terry Ward; Alternate – Darrell Linn Pigg \*  
Heath Springs – Tracy Benton  
Indian Land – Michael Gilson \*  
Kershaw – Tracy Caldwell \*  
Lancaster – Tom Lever \*  
McDonald Green – C. J. Addison \*  
Pleasant Valley – Greg Nicholson \*  
Rich Hill – Scott Barton \*  
Riverside – Adrian Caskey \*  
Shiloh-Zion – Not appointed  
Tradesville – Marvin Catoe \*  
Unity – Jay Hayes \*  
F-1 – Darren Player \*  
F-3 – Keith Wilson \*  
F-4 – Billy Lloyd \*  
F-6 – Britt Blackmon \*  
F-7 – Nathan Wall \*  
F-9 – Tony Gainer \*  
F-10 – Stephen Blackwelder  
Administrative Assistant – Donna Greene  
\* - Members Present

***Visitors:*** Doug Spinks, Kershaw Fire Department; Patrick Helms, Recruitment & Retention; Chris Adams, Antioch Fire Department; David Spence, Indian Land Fire Department; Robbie Fore, Spartan Apparatus; Chris Harrison, Spartan Apparatus

***Visitor's Comments:*** None

***Approval of November 5, 2015 Minutes*** – Greg Nicholson made a motion to approve the minutes as written. C.J. Addison seconded the motion, which received unanimous approval.

### *Information Items:*

- Grants Update – Darren Player stated AFG grant application will open December 7<sup>th</sup> and close January 15<sup>th</sup>. If anyone needs assistance, please contact the Fire Rescue office.
- Training Report – Keith Wilson reported to the Commission:
  - Hazmat Operations – We have 0 listed on the sheets; we only have four (4) people that need this class. We are going to offer the class for these four (4) people. We have asked York County and Kershaw County, through our Region 2 Coordinator, to send anyone that needs the class. This class may be longer than normal.
  - Please check your information sheets. A color change has been made showing those individuals not medically cleared listed in “orange”. Some members still need to take Infection Control.
  - 309 fire rescue members have been registered for training during the last six months (July – December).
  - Classes for January – June classes are listed on the fire portal. Please have members sign up for classes. I-400 and Rope Rescue at Kershaw Fire Department may not be listed on the fire portal yet.
  - We are looking at requesting an 1152 and ICS class. The ICS class will be at the EOC January 30 and 31<sup>st</sup>. **The name for the ICS class has changed to Incident Command System and Resource Management for the Fire Service and is now 2146.**
  - We may add a second Rope Rescue Operations class that will be called **Technical Rescuer (3310)**.
  - Pilot classes of **Technical Rescuer (3310)** begin in December. Barring any unforeseen issues, instructor updates will be scheduled at the end of January.
  - An on-line class is required before Rope Rescue Operations called **Introduction to Technical Rescue (3309)**.
  - Topics for the 3309 course include: Individual disciplines within technical rescue, general information on size-up, scene management, helicopter operations, and victim management. As the foundation for technical rescue responses, this information is valuable to every emergency responder. It is highly recommended for all members to take this class.
  - Training Officers’ Association Meeting is scheduled for Thursday, December 17, 2015 at 7:00 p.m. with elections.
- Maintenance Report – Billy Lloyd stated the monthly maintenance reports have been placed on the table. He stated the SCBA flow testing for half of the fleet is being performed. Minor adjustments are being made. The yearly service of chassis and body will start at Charlotte Rd/Van Wyck Fire Department soon.
- Budget Detail Account Inquiry (See Attached) – Darren Player stated the information was placed on the table. He asked that all fire departments continue to send in their equipment orders and insurance/building repairs reimbursements. If anyone has any questions, please let him know and he will respond.

***Action Items:***

1. Discussion concerning Fire Apparatus Purchase, Department Upgrades – Robbie Fore, Spartan Apparatus, thanked the Fire Commission for the opportunity to speak. He explained the process of making fire trucks. There was discussion about paint schemes, particularly concerning the grey color Riverside is requesting along with the cost. There was discussion regarding Elgin concerning the SCBA seat mounts with latch or hands free. Billy Lloyd made a role call for every station stating their upgrade choices or “No change”. There was no action taken.
2. Discussion concerning \$30 Gift Cards – Darren Player passed out gift cards and collected the sign-in sheets which state each department Commissioner received the gift cards. The gift card sheets are listed with member’s name and the last 4 digits of the gift card. Scott Barton made a motion to have the sign-in sheets back to the office by the January Fire Commission meeting. C.J. Addison seconded the motion which received unanimous approval.
3. Discussion concerning Recruitment Retention Grant Update – Nathan Wall explained he will be meeting with every department regarding the points system. He would also like to find out what the members would like to see in the catalog. He asked stations please return the sheet regarding each member’s shirt size. He stated the radio and video broadcasts will be coming soon. He also stated tuition assistance for firefighters will be coming soon. He stated the print media, banners and newspaper ads will run for 22 weeks. He stated if any departments have any ideas, please contact him. His office phone number is (803) 313-8094. Patrick Helms explained as the new members increase, we need to be welcoming and inviting them to join.
4. Discussion concerning New Radio System – Darren Player explained there will be nine (9) sites in the county to provide radio coverage. He stated In-Building coverage is being discussed at the State Fire Marshal’s level. He stated that departments still need to continue to buy pagers. There was no action taken.
5. Discussion concerning Rescue Transition – Darren Player stated the water rescue items have been ordered and some water rescue equipment has been prepositioned in strategic stations. There was no action taken.
6. Discussion concerning Fire Commission Budget (2016-17) (See Attached) – Darren Player stated that a copy of the budget has been placed on the table. He reviewed the items and discussed changes. C.J. Addison made a motion to accept the budget. Greg Nicholson seconded the motion which received unanimous approval.
7. Discussion concerning Fire Incident, Rescue, and First Responder Reports – Darren Player stated the reports placed on the table tonight are new formats of the three types of calls for Lancaster County Fire Rescue: Fire Incident, MVC/Rescue and First Responder. Patrick Helms explained in detail why the reports are the way they are and what the details mean. He stated this will help with supplying the information that we need when applying for grants. Greg Nicholson asked what the department should do when you give first aid on a MVA/Rescue call. Tony Gainer stated to use a MVC/Rescue report and document that first aid was given in the narrative. Greg Nicholson requested that we include vital signs in the first responder incident report. Brooks Faulkenberry made a motion to approve the three reports with the recommended changes to the First Responder report and add owner information to the MVC/Rescue report. Scott Barton seconded the motion which received unanimous approval.

8. Discussion concerning Fire Department AFG Grants – Darren stated there is nothing to report. The AFG grant is open from December 7<sup>th</sup> through January 15<sup>th</sup>.
9. Standing Committee Reports:
  - Standard Operating Guideline Committee** – Greg Nicholson asked about the SOG on Social Media. Tony Gainer stated it is under development.
  - Strategic Planning and Governmental Operations Committee** – No report
  - Apparatus and Equipment Committee** – No report
  - Budget Planning & Appropriations Committee** – No report
  - Personnel and Interagency Relations Committee** – No report

10. Commissioner Comments: None

Rocky Hudson made a motion to adjourn. Matt Baker seconded the motion which received unanimous approval. The meeting was adjourned.

*For the Commission,  
Britt Blackmon*

FY 2015-2016

COUNTY OF LANCASTER  
 BUDGET REPORT BY FUNCTION  
 CURRENT PERIOD: 10/01/2015 TO 10/31/2015

IDEAL REMAINING PERCENT: 67 %

<u>ACCOUNT</u>	<u>BUDGETED</u>	<u>CURRENT</u>	<u>YEAR TO DATE</u>	<u>ENCUMBRANCE</u>	<u>REMAINING BALANCE</u>	<u>PCT</u>
Function: 141 FIRE SERVICE						
Fund: 10 GENERAL FUND						
Expenditure						
10-7-141-530-00 TRAVEL, TRAINING, DUES	49,500.00	4,288.30	12,012.33	9,476.00	28,011.67	57
10-7-141-540-00 SUPPLIES-GENERAL	34,000.00	3,679.17	11,096.19	649.25	22,254.56	65
10-7-141-551-00 EQUIPMENT-GENERAL	163,000.00	19,210.42	19,036.04	48,649.43	95,314.53	58
10-7-141-551-45 EQUIPMENT-PROT. CLOTHING	55,000.00	3,605.76	10,361.02	17,216.28	27,422.70	50
10-7-141-560-00 EQUIPMENT - CAPITALIZED	40,000.00	0.00	0.00	0.00	40,000.00	100
10-7-141-570-00 UTILITIES-GENERAL	160,000.00	13,264.07	47,344.37	0.00	112,655.63	70
10-7-141-590-00 MAINTENANCE-VEHICLES	130,000.00	11,828.07	26,263.90	39,015.07	64,721.03	50
10-7-141-590-05 GASOLINE	75,000.00	0.00	7,817.30	0.00	67,182.70	90
10-7-141-591-00 MAINTENANCE-GENERAL	40,000.00	2,660.33	9,872.27	12,725.76	17,401.97	44
10-7-141-600-00 CONTRACTUAL SERVICES (CS)	40,000.00	6,704.15	14,360.32	8,340.00	17,299.68	43
10-7-141-650-00 INSURANCE-GENERAL	50,000.00	0.00	36,465.64	0.00	13,534.36	27
10-7-141-690-00 SPECIAL PROJECTS	134,249.00	526.95	548.82	0.00	133,700.18	100
10-7-141-691-01 SP - PROMOTIONS	38,000.00	3,219.00	8,370.00	0.00	29,630.00	78
10-7-141-760-00 MATCHING FUNDS	38,000.00	1,318.76	-1,505.65	18,427.61	21,078.04	55
10-7-141-771-00 DS - LEASE PURCHASE	225,576.00	0.00	0.00	0.00	225,576.00	100
Function: Function: 141 FIRE SERVICE, Fund: Fund: 10 GENERAL FUND						
Total Expenditure	1,272,325.00	70,304.98	202,042.55	154,499.40	915,783.05	72.00
Fund: 11 CAPITAL IMPROVEMENT FUND						
Expenditure						
11-7-141-560-00 EQUIPMENT - CAPITALIZED	55,000.00	0.00	0.00	37,935.00	17,065.00	31
Function: Function: 141 FIRE SERVICE, Fund: Fund: 11 CAPITAL IMPROVEMENT FUND						
Total Expenditure	55,000.00	0.00	0.00	37,935.00	17,065.00	31.00

# FIRE RESCUE

2016-2017

Fire Commission - Requested

Acct. #	Description	2015-2016	2016-2017	Change
530-00	Travel and Training	49,500.00	58,500.00	9,000.00
540-00	Supplies General	34,000.00	40,000.00	6,000.00
542-00	Supplies Uniforms	0.00	0.00	0.00
551-00	Equipment - General	163,000.00	186,000.00	23,000.00
551-45	Protective Clothing	55,000.00	55,000.00	0.00
560-00	Equipment - Capitalized	40,000.00	42,000.00	2,000.00
560-25	Equipment - Vehicles	0.00	0.00	0.00
570-00	Utilities	160,000.00	165,000.00	5,000.00
590-00	Vehicle Maint.	130,000.00	140,000.00	10,000.00
590-05	Apparatus Fuel	75,000.00	75,000.00	0.00
591-00	General Maint.	40,000.00	50,000.00	10,000.00
600-00	Contract Services	40,000.00	50,000.00	10,000.00
604-10	PS-Medical	0.00	0.00	0.00
650-00	Insurance General	50,000.00	55,000.00	5,000.00
690-00	Spec. Proj. Haz-Mat	134,249.00	164,100.00	29,851.00
691-01	SP-Promotions-FD Insurance	38,000.00	38,000.00	0.00
760-00	Matching Funds	38,000.00	38,000.00	0.00
771-00	Lease Purchase - Rescue	225,576.00	221,500.00	-4,076.00
Bond	Lease Purchase-Fire Trucks	0.00	0.00	0.00
Fund 11	Brush Truck	55,000.00	58,000.00	3,000.00
	<b>Totals</b>	<b>1,327,325.00</b>	<b>1,436,100.00</b>	<b>108,775.00</b>