

**LANCASTER COUNTY FIRE COMMISSION
MEETING AGENDA
LANCASTER COUNTY EOC, 111 COVENANT PLACE
NOVEMBER 3, 2016**

November 3, 2016 at 7:00 PM (Meal served at approximately 6:30 – Fire Commissioners Only)

Invocation
Visitors Comments
Approval of October 6, 2016 Minutes

Information Items

- Grants Update
- Training Report (See Attached)
- Maintenance Report
- Budget Detailed Account Inquiry (See Attached)
- Recruitment Retention Coordinator Report

Action Items

1. Discussion concerning Annual Information Request (See Attached)
2. Discussion concerning Approval to Purchase \$30 Gift Cards
3. Discussion concerning Fire Apparatus Purchase
4. Discussion concerning Radio System User Agreement (See Attached)
5. Discussion concerning Hose Testing
6. Discussion concerning Recruitment Retention Grant Update
7. Discussion concerning Fire Commission Budget
8. Discussion concerning Approval of Fire Department AFG Grants
9. Standing Committee Reports
 - Standard Operating Guideline Committee
 - Strategic Planning and Governmental Operations Committee
 - Apparatus and Equipment Committee
 - Budget Planning & Appropriations Committee
 - Personnel and Interagency Relations Committee
10. Commissioner's Comments

Note: Please be sure to bring your SOG notebooks for revisions and updates.

Minutes of the Lancaster County Fire Rescue Training Officer's Association

October 20, 2016

Training Officers:

Preston Davis	#1	#2	Brandon Thompson
Robbie Clanton	#3	#4	
Mike Metcalf	#5	#6	Bobby Hudson
Britt Blackmon	#7	#8	
Richard Jackson	#9	#10	
Jeremy Sims	#11	#12	Philip Pegram
	#14	#15	Andy Sims
	#16	#17	Fred Plyler
Billy Lloyd	#18	#19	
	EMS	Fire Rescue	
	City Fire	SCFA	JD McCarley

Also present:

The meeting was called to order at 7:00 pm, October 20, 2016 by Brandon Thompson and opened with prayer by Robbie Clanton.

Robbie Clanton made a motion to accept the minutes from our previous meeting; Mike Metcalf seconded; Motion carried unanimously.

Robbie Clanton made a motion to accept the current agenda; Bobby Hudson seconded; Motion carried unanimously.

Training Officer Training

Britt Blackmon instructed the Training Officers on Landing Zone set up.

First Responder update

Phil Polston was not present, no info.

SCFA Region 2 Coordinator

JD McCarley advised LCFRTOA to continue work on using SCFID numbers instead of Social Security numbers, although both can be used the SCFID number is safer.

The catalog for the Jan – June 2107 season needs to be ironed out tonight. See Below.

Visitor Comments:

None

Fire Commission Report:

The final inspections for the apparatus being purchased from Pierce Manufacturing has begun. Engines for Antioch, Belltown, Buford, Camp Creek, Flat Creek, McDonald Green, and Shiloh Zion have been completed and should be delivered late October, early November. The next inspection trip will be Heath Springs, Riverside, Kershaw, Indian Land and Pleasant Valley. The final trip will consist of the Rescues for Gooches, Unity, Charlotte Road, and the City, as well as the Tanker for Tradesville.

Old business:

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Large Truck Extrication has been tabled till January 2017.

Please continue to obtain FEMA SID numbers and submit to EOC so they can be attached to the Fire Portal.

SCFA courses for January – June 2017;

Leadership II – Kershaw – Jan. 24, 26, 29

EVDT - Kershaw – Feb. 18, 19, 21, 23, 25, 26.

1152 – Antioch - Start date February 4th.

Fire ground Simulation - EOC – March 4th and 5th.

Hazmat OPS – EOC or Antioch – May.

Fire Instructor I – Heath Springs.

Low Angle Rope Ops – Elgin – April 25, 27, 29, 30.

New Business:

The November Business meeting has been cancelled due to holiday conflicts.

Please have your members view and document the training on the Rescue Awareness DVD on the IST Roster. DVD and deadline have been sent out in August.

IST 2016: November IST – Loss Control and Thermal Imaging Camera

Our next meeting will be December 15, 2016 at 7:00.

The meeting was adjourned.

Respectfully submitted,

Larry Philip Pegram
Secretary, LCFRTOA

BUDGET REPORT BY DEPARTMENT - EXPENDITURE

County Of Lancaster

Current Period: 09/01/2016 To 09/30/2016

Ideal Remaining Percent: 75 %

Account	Budgeted	Current	Year To Date	Encumbrance	Remaining Balance	PCT
Department: 141 Fire Service						
10-7-141-530-00 Travel, Training, Dues	49,500.00	18,590.00	19,492.19	7,300.00	22,707.81	46
10-7-141-540-00 Supplies-General	34,000.00	3,292.85	5,296.45	732.75	27,970.80	82
10-7-141-551-00 Equipment-General	163,000.00	15,893.16	15,828.22	51,249.72	95,922.06	59
10-7-141-551-45 Equipment-Prot. Clothing	55,000.00	259.48	5,722.87	20,228.33	29,048.80	53
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	165,000.00	11,388.80	31,919.42	0.00	133,080.58	81
10-7-141-590-00 Maintenance-Vehicles	130,000.00	14,447.36	20,905.89	5,568.48	103,525.63	80
10-7-141-590-05 Gasoline	70,000.00	5,005.42	7,758.03	0.00	62,241.97	89
10-7-141-591-00 Maintenance-General	40,000.00	8,306.38	13,923.04	11,217.50	14,859.46	37
10-7-141-600-00 Contractual Services (Cs)	40,000.00	496.65	8,456.58	8,880.00	22,663.42	57
10-7-141-650-00 Insurance-General	50,000.00	0.00	38,772.00	0.00	11,228.00	22
10-7-141-690-00 Special Projects	134,249.00	59.46	59.46	0.00	134,189.54	100
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10-7-141-771-00 Ds - Lease Purchase	230,088.00	0.00	0.00	0.00	230,088.00	100
11-7-141-560-00 Equipment - Capitalized	55,000.00	0.00	0.00	0.00	55,000.00	100
Fire Service Subtotal	1,331,837.00	83,775.47	178,224.43	115,117.25	1,038,495.32	78



November 21, 2016

TO: ALL COUNTY FIRE CHIEFS
FROM: DARREN PLAYER, DIRECTOR
RE: INFORMATION REQUEST

**Lancaster
County
Fire Rescue**

PO Box 1809
Lancaster, SC
29721

Business Phone
803-283-8888

Fax
803-283-6333

E-mail
LCFFRC@comporium.net



Proud and Progressive

**THE FOLLOWING ITEMS WILL BE DUE IN THE FIRE RESCUE
OFFICE NO LATER THAN 5:00 PM ON FRIDAY, JANUARY 27, 2017:**

1. A current copy of the SC Driver's License of every member this office does not have on file or those that have expired during the past year. A roster is attached for those members whose license has expired (Enclosed if applicable).
2. A copy of the 2017 SCBA Fit Test form for every member who is certified by the Fire Chief to wear a SCBA as directed by the IST training program manual. (Enclosed)
3. A completed manpower survey for 2017. (Enclosed)
4. Please review attached Personnel Administrative Roster for each fire department member, provide rank, verify all information and advise this office of any discrepancies found. We ask that you add any additional contact numbers, especially a valid email address (if possible), as they will become critical for future communications. (Personal information other than mailing address will not be released without the express approval of the appropriate fire department member.)
5. Please list all members with station rank, helmet color and radio call number assigned to that member on the form provided. (Enclosed)
6. Please have members who wish to drive their privately owned vehicles (POV) to emergency responses per SOG 403.05 fill out the attached form. The Chief must approve that each vehicle meets the requirements per SOG 403.05 every year. Also, add the members name and vehicle make/model to the enclosed department list provided. You may make copies if additional forms are needed. (Enclosed)
7. The Chief and a line officer need to sign Information Review Form before returning package to the Fire Rescue Office. (Enclosed)

According to Fire Commission Policy, failure to furnish this requested information by the above listed date could result in a loss of future equipment funding for your fire department.

REGIONAL 800MHz RADIO SYSTEM USER AGREEMENT

WHEREAS, Lancaster County owns and operates a consolidated County-wide 800 MHz Regional Radio System which provides for public safety radio communications ("System"); and

WHEREAS, the parties to this Agreement, as well as other public safety agencies, and public service departments desire to enter into an agreement governing the use and maintenance of the System

WHEREAS, this equipment is for the benefit of all Lancaster County residents, to coordinate interoperability and communications for public safety departments.

NOW, THEREFORE, in consideration of the mutual promises and considerations set forth herein, the parties agree as follows:

A. Assignment of Property

1. All radios, mobile and portable, will remain the property of Lancaster County, however will be administered by Lancaster County Public Safety Communications.

This will relieve the issue of departments not allowing the responders to carry while working or volunteering with another agency.

2. Portable radios will be issued to an individual by name to improve accountability in case of an emergency.
3. All mobile radios will carry the agency's assigned vehicle identification number.

B. Annual Operation Fees

All fees associated with the annual operation of the radios will be assumed by the Lancaster County for all radios on the Palmetto System.

C. Maintenance of Field Equipment

1. The Insurance deductible cost associated with lost or stolen radios, or radios that have been damaged due to neglect or misuse will be paid by the department for which it was being used at the time.
 - a. If the radio unit is found to have been damaged as a result of gross negligence, the employing agency will be responsible for documentation and disciplinary action, to include the individual being responsible for payment to replace the unit, based on their policy, if applicable.

2. Lancaster County will carry an insurance policy to ensure that the department will have to meet the insurance deductible and not the full cost of the unit.

D. Radio Programming

1. Programming of the radio units will be solely handled by the Public Safety Communications Department, in order to maintain the security of the templates and the associated encryption codes and keys.
2. All security Levels will be assigned by the agencies and the documentation will be maintained in Communications Department.
3. Each Department will provide a list of who is authorized to change security settings.
4. There is redundancy built into the programming plan thru a partnership with the Palmetto system.

E. Budgeting for the Future

1. All the agencies will work collectively with Lancaster Public Safety Communications to budget for normal replacement and planned growth within their agency. The overall budgeting process will be handled by LCPSC.

***Unit replacement and new hire radios should be able to be covered until July of 2017 with the units in the original purchase from the 1% sales tax.

F. Current Radios

1. All current radios on the Palmetto system that are expected to be covered under the annual cost of the County's blanket contract will need to be reprogrammed and issued a new radio ID. These radios will fall under the management of Lancaster County. The ownership of these units will not change but will be figured into the distribution of radios into the fleet.

Some of these are grant radios and are still under grant and others have been acquired as gifts from other agencies.

G. User Agreement Coordination

1. All Radio User agreements will be handled by LCPSC and coordinated with the Palmetto System for access of responders.

Darren Player

From: Darren Player
Sent: Friday, September 30, 2016 2:13 PM
To: Chris Nunnery; Clayton Catoe; Sheriff Faile
Cc: Steve Willis
Subject: RE: Radio System management

I agree with most of this but need some clarification on a couple items:

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Anywhere the title is used it should state Public Safety Communications so that no misunderstanding occurs thinking there would be a sub-agency within Public Safety Communications.

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I will need to make sure the Fire Commission is ok with this as well. They meet next Thursday night and Chris is scheduled at the top of their agenda to discuss this and other parts of this project.

Darren Player, Director
Lancaster County Fire Rescue / Emergency Management
PO Box 1809
Lancaster, SC 29721
111 Covenant Place
Lancaster, SC 29720
Office: 803-283-8888 / 803-285-7333
Fax: 803-283-6333 / 803-289-2933
Direct: 803-313-8051
dplayer@lancastercountysc.net

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NOTICE: All email correspondence to and from this address may be subject to public disclosure under the SC Freedom of Information Act.

From: Chris Nunnery
Sent: Friday, September 30, 2016 12:16 PM
To: Clayton Catoe <ccatoe@lancastercountysc.net>; Sheriff Faile <SheriffFaile@lacoso.net>; Darren Player <dplayer@lancastercountysc.net>
Cc: Steve Willis <swillis@lancastercountysc.net>
Subject: Radio System management

Everyone please review and reply to all so Steve can see the comments as well. I spoke with Darren and the Sheriff so far but haven't talked with Clay other than at the meeting last Thursday about this proposal. If we all agree this is a good approach and Steve is ok with it then we will approach the City about the concept.

Chris Nunnery

Director , Lancaster County
Public Safety Communications
cnunnery@Lanc911.com

Office 803-313-2188 / Cell 803-577-1110
Fax 803-313-2152 / Alt. Cell 803-320-7256

A Few Serving Many

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TO: ALL COUNTY FIRE CHIEFS
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RE: INFORMATION REQUEST

**Lancaster
County
Fire Rescue**

PO Box 1809
Lancaster, SC
29721

Business Phone
803-283-8888

Fax
803-283-6333

E-mail
LCFR@compurium.net



Proud and Progressive

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OFFICE NO LATER THAN 5:00 PM ON FRIDAY, JANUARY 27, 2017:**

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111 Covenant Place
Lancaster, SC 29720
Office: 803-283-8888 / 803-285-7333
Fax: 803-283-6333 / 803-289-2933
Direct: 803-313-8051
dplayer@lancastercountysc.net

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NOTICE: All email correspondence to and from this address may be subject to public disclosure under the SC Freedom of Information Act.

From: Chris Nunnery
Sent: Friday, September 30, 2016 12:16 PM
To: Clayton Catoe <ccatoe@lanastercountysc.net>; Sheriff Faile <SheriffFaile@lacoso.net>; Darren Player <dplayer@lanastercountysc.net>
Cc: Steve Willis <swillis@lanastercountysc.net>
Subject: Radio System management

Everyone please review and reply to all so Steve can see the comments as well. I spoke with Darren and the Sheriff so far but haven't talked with Clay other than at the meeting last Thursday about this proposal. If we all agree this is a good approach and Steve is ok with it then we will approach the City about the concept.

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A Few Sewing Many