

SOUTH CAROLINA CHAPTER IAAI  
BUSINESS MEETING MINUTES  
VIA ZOOM  
March 16, 2023

10:05 p.m. meeting called to order

**Members present:** President John Norton, 1<sup>st</sup> Vice President Paul Kondor, 2<sup>nd</sup> Vice President Brad Hall, Treasurer Amy Williamson, Secretary Amanda Dimitrov, Director Will Catoe, Director Martin, Director Will Smart

I. READING AND APPROVAL OF AGM MEETING MINUTES

The January 5, 2023, minutes were read. **Motion** – to approve the minutes was made by 1<sup>st</sup> Vice President Kondor, **Second** – 2<sup>nd</sup> Vice President Hall. **Vote was unanimous, the minutes were approved.**

II. TREASURER’S REPORT

An electronic copy of the full treasurer’s report was provided to the entire board. While the report is mostly self-explanatory, Treasurer Williamson presented two action items. First, the Chapter needs something written in its by-laws stating who is an organization approved signer and second, it needs to detail which members will be issued credit cards. While it was noted that the old constitution had language supporting these requirements, it is absent from the current constitution. It was suggested that those sections from the old constitution could be adopted and then submitted to the members for review. It was suggested that this amendment might be accepted through special approval. However, it was concluded that the action items require further discussion. **Motion** – Director Catoe moved to approve the Treasurer’s report as presented. **Second** – 1<sup>st</sup> Vice President Kondor. **Vote was unanimous, the Treasurer’s report was approved.**

III. PRESIDENT’S REPORT

President Norton reminded the board that ITC is coming up next month. Also, the Basic Fire Investigation class was held last week. The new curriculum was taught, and the class was well received. The lowest score on the test was an 82.

IV. 1<sup>ST</sup> VICE PRESIDENT’S REPORT

While he is still working on the financial review and believed they were making good progress; it now appears as though they may need to start over. However, before this occurs, it might be better for the Chapter to respond to the action items presented by Treasurer Williamson. There was a brief discussion regarding the history of the financial review / audit search process and the need for independent examination. Treasurer Williamson also raised a concern that in addition to the need for financial review, the Chapter doesn’t currently file any taxes. Regardless of the Chapter’s financial status, she believes that something should probably be filed, and the absence of such reporting may have negative consequences in the future.

V. 2<sup>ND</sup> VICE PRESIDENT'S REPORT

He has been working on the contracts and agreements for the joint conference over the past few weeks but has nothing to report at this time.

VI. COMMITTEE REPORTS

**South Carolina Fire Academy Committee (Amy Williamson):**

The Basic Fire Investigation class held last week was briefly mentioned. Also, the Fire Academy Superintendent retired in December. Jason Pope from Fairfield County will become the new Superintendent in April. The upcoming 2023 South Carolina Fire-Rescue Conference was briefly discussed. President Norton advised that Chapter involvement and activity will be the same as last year; we will have a booth and sell merchandise.

**Certified Fire Investigator Committee (Brad Hall):**

2<sup>nd</sup> Vice President Hall advised that he has not received any correspondence from IAAI since May of last year. He knows that there have been some recent examinations but is lacking specific data at this time.

**Constitution and By-Laws Committee (Michael Roarty):**

Challenges with the implementation and distribution of the Chapter's constitution and by-laws were discussed. The possibility of drafting a board specific policy and procedures manual was also considered.

**Ethical Practices and Grievances Committee (Meg Vassey):**

Nothing to report.

**Finance Committee (Paul Kondor):**

Nothing to report (All updates previously discussed during the Treasurer's and 1<sup>st</sup> Vice President's report).

**Fire/Police Liaison Committee (Brian Lovin):**

**Membership Committee (John Norton):**

Following last week's Basic Fire Investigation class, the association received 33 new membership applications. These members don't really need to be vetted as that was a prerequisite for the class and already conducted through South Carolina State Fire. President Norton advised that he would like to streamline these membership applications. He has several additional applications still in process but all those applicants already work in the emergency services field and shouldn't be an issue.

**Motion** – 2<sup>nd</sup> Vice President Hall moved to approve the new members as recommended by President Norton. **Second** – Director Martin. **Vote was unanimous, the motion was carried.**

### **Training and Education Committee (Will Smart and John Martin):**

The second quarter training, a court room testimony class, has been scheduled for June 1<sup>st</sup>. The instructor isn't charging the chapter but was provided with a room and an appreciation gift.

The third quarter training should be a solar panel class. An instructor has been found and is willing to teach the class for free but may be changing jobs in the near future and availability will be contingent on her position at the time. This will be better known next month.

The proposed vehicle fire class was discussed at length. Currently there are a total of 29 members signed up for the two classes. The possibility of adjusting the class to only one location and the financial implications were also considered.

**April 2, 2023 – E-mail vote:** President Norton called for a discussion and motion regarding the status of the vehicle fire class. After lengthy debate **Motion** – 2nd Vice President Hall moved to hold the courses in both locations (Florence and Gaffney) based on current numbers, understanding we may take a loss on the courses, but in the interest of providing requested training for our members. **Second** – Director martin. **The majority vote was in favor of the motion, the motion was carried.**

### **Nominating Committee (John Roberts):**

#### **Merchandise Committee (Will Catoe):**

Director Catoe hasn't heard back from the individual originally wishing to purchase the old merchandise trailer for \$2,500. However, someone else might be interested. There was some debate regarding the registration of the new trailer and potential issues when traveling across state lines. It was concluded that Director Catoe will look into insurance and registration requirements for the new trailer.

## VII. OLD BUSINESS

### VIII. NEW BUSINESS

Director Martin noted that the South Carolina Fire Academy has been doing an excellent job teaching the Basic Fire Investigation classes but could use some additional equipment.

**Motion** – Director Martin moved that the Chapter donate funds to the Academy in the furtherance of these efforts. Treasurer Williamson asked that before the Chapter considers this motion, she be allowed to verify if the Academy is capable of receiving donations.

**Second** – None. **There was no vote, and the motion was not carried.**

The posting of board meeting minutes to the Chapter's website was discussed. **Motion** – 1<sup>st</sup> Vice President Kondor moved that the approved minutes, beginning in January 2023, be posted to the members only section of the Chapter's web site. **Second** – Director Martin. **Vote was unanimous, the motion was carried.**

The upcoming ITC and the North Carolina / South Carolina involvement was discussed at length. President Norton advised the board that he was recently notified that he North Carolina booked a bluegrass band for entertainment at the ITC, without consulting the South Carolina Chapter, and is now requesting an \$800 payment for costs associated with the band. Before any decisions are made on this matter, it was concluded that President Norton will contact the North Carolina Chapter in the hopes of reaching an amicable solution.

1<sup>st</sup> Vice President Kondor advised that he would like to get shirts made for the board of directors. This was briefly discussed, and it was concluded that 1<sup>st</sup> Vice President Kondor should obtain product specifications and prices.

IX. NEXT BOARD MEETING DATE

The next meeting was tentatively scheduled for April 20, 2023.

X. ADJOURNMENT

**Motion** – 1<sup>st</sup> Vice President Kondor moved to adjourn. **Seconded** – Director Smart. **Meeting Adjourned at 11:30 a.m.**