

Agency Name:	Department Of Labor, Licensing & Regulation		
Agency Code:	R360	Section:	81



**Fiscal Year FY 2025-2026**

**Agency Budget Plan**


## **FORM A - BUDGET PLAN SUMMARY**

<b>OPERATING REQUESTS</b> <i>(FORM B1)</i>	<b>For FY 2025-2026, my agency is (mark "X"):</b>	
	<input type="checkbox"/>	Requesting General Fund Appropriations.
	<input checked="" type="checkbox"/>	Requesting Federal/Other Authorization.
	<input type="checkbox"/>	Not requesting any changes.
<b>NON-RECURRING REQUESTS</b> <i>(FORM B2)</i>	<b>For FY 2025-2026, my agency is (mark "X"):</b>	
	<input type="checkbox"/>	Requesting Non-Recurring Appropriations.
	<input type="checkbox"/>	Requesting Non-Recurring Federal/Other Authorization.
	<input checked="" type="checkbox"/>	Not requesting any changes.
<b>CAPITAL REQUESTS</b> <i>(FORM C)</i>	<b>For FY 2025-2026, my agency is (mark "X"):</b>	
	<input type="checkbox"/>	Requesting funding for Capital Projects.
	<input checked="" type="checkbox"/>	Not requesting any changes.
<b>PROVISOS</b> <i>(FORM D)</i>	<b>For FY 2025-2026, my agency is (mark "X"):</b>	
	<input type="checkbox"/>	Requesting a new proviso and/or substantive changes to existing provisos.
	<input checked="" type="checkbox"/>	Only requesting technical proviso changes (such as date references).
	<input type="checkbox"/>	Not requesting any proviso changes.

Please identify your agency's preferred contacts for this year's budget process.

	<u>Name</u>	<u>Phone</u>	<u>Email</u>
<b>PRIMARY CONTACT:</b> <b>SECONDARY CONTACT:</b>	Brittany N. Hammond	(803) 896-4315	brittany.hammond@llr.sc.gov
	Reshma Parikh	(803) 896-4320	reshma.parikh@llr.sc.gov

I have reviewed and approved the enclosed FY 2025-2026 Agency Budget Plan, which is complete and accurate to the extent of my knowledge.

	<u>Agency Director</u>	<u>Board or Commission Chair</u>
<b>SIGN/DATE:</b>	 09/30/2024	
<b>TYPE/PRINT NAME:</b>	Emily H. Farr	

*This form must be signed by the agency head – not a delegate.*

Agency Name:	Department Of Labor, Licensing & Regulation
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BUDGET REQUESTS			FUNDING					FTES				
Priority	Request Type	Request Title	State	Federal	Earmarked	Restricted	Total	State	Federal	Earmarked	Restricted	Total
1	B1 - Recurring	Other & Federal Fund Authorization - Personal Services & Employer Contributions	0	127,379	1,037,413	0	1,164,792	0.00	0.00	0.00	0.00	0.00
2	B1 - Recurring	Professional & Occupational Licensing - FTE Authorization	0	0	461,760	0	461,760	0.00	0.00	8.00	0.00	8.00
3	B1 - Recurring	Office of State Fire Marshal and Fire Academy - FTE Authorization	0	0	479,520	0	479,520	0.00	0.00	5.00	0.00	5.00
4	B1 - Recurring	Federal Funds Authorization - New Grants	0	389,371	0	0	389,371	0.00	0.00	0.00	0.00	0.00
TOTALS			0	516,750	1,978,693	0	2,495,443	0.00	0.00	13.00	0.00	13.00

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## **FORM B1 – RECURRING OPERATING REQUEST**

<b>AGENCY PRIORITY</b>	1
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*Provide the Agency Priority Ranking from the Executive Summary.*

<b>TITLE</b>	<b>Other &amp; Federal Fund Authorization - Personal Services &amp; Employer Contributions</b>
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*Provide a brief, descriptive title for this request.*

<b>AMOUNT</b>	<p><b>General: \$0</b></p> <p><b>Federal: \$127,379</b></p> <p><b>Other: \$1,037,413</b></p> <p><b>Total: \$1,164,792</b></p>
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*What is the net change in requested appropriations for FY 2025-2026? This amount should correspond to the total for all funding sources on the Executive Summary.*

<b>NEW POSITIONS</b>	0.00
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*Please provide the total number of new positions needed for this request.*

<b>FACTORS ASSOCIATED WITH THE REQUEST</b>	<b>Mark "X" for all that apply:</b>	
	<input checked="" type="checkbox"/>	Change in cost of providing current services to existing program audience
	<input type="checkbox"/>	Change in case load/enrollment under existing program guidelines
	<input type="checkbox"/>	Non-mandated change in eligibility/enrollment for existing program
	<input type="checkbox"/>	Non-mandated program change in service levels or areas
	<input type="checkbox"/>	Proposed establishment of a new program or initiative
	<input type="checkbox"/>	Loss of federal or other external financial support for existing program
	<input type="checkbox"/>	Exhaustion of fund balances previously used to support program
	<input type="checkbox"/>	IT Technology/Security related
	<input checked="" type="checkbox"/>	HR/Personnel Related
<input type="checkbox"/>	Consulted DTO during development	
<input type="checkbox"/>	Related to a Non-Recurring request – If so, Priority #	

<b>STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES</b>	<b>Mark "X" for primary applicable Statewide Enterprise Strategic Objective:</b>	
	<input type="checkbox"/>	Education, Training, and Human Development
	<input type="checkbox"/>	Healthy and Safe Families
	<input type="checkbox"/>	Maintaining Safety, Integrity, and Security
	<input checked="" type="checkbox"/>	Public Infrastructure and Economic Development
<input type="checkbox"/>	Government and Citizens	

<b>ACCOUNTABILITY OF FUNDS</b>	<p>This request supports all four goals of LLR's strategic plan to:</p> <ul style="list-style-type: none"> <li>•Promote a positive business climate, efficient use of public resources, and protect the public by licensing and registering qualified and competent individuals and businesses for the authorized practice of regulated professions;</li> <li>•Champion workplace safety, health, and legal compliance through compliance assistance, education, training, and enforcement of occupational safety and health, immigration, wages, and child labor;</li> <li>•Serve as a statewide leader in minimizing fire loss and death, providing comprehensive and safe training for South Carolina's fire and emergency services, and responding to state emergencies and disaster-related events; and</li> <li>•Maximize organizational excellence and effectiveness to improve the quality of customer service in all programs through efficient delivery of administrative support.</li> </ul> <p>This request advances all strategies by increasing LLR's competitiveness in the labor market and helping to retain capable employees to serve the State of South Carolina.</p>
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*What specific strategy, as outlined in the most recent Strategic Planning and Performance Measurement template of agency's accountability report, does this funding request support? How would this request advance that*

**RECIPIENTS OF FUNDS**

The recipient of these funds will be Agency employees through their compensation package. LLR will retain the employer's share of the fringe benefits contributions.

These funds will be allocated to all Administration and Programs & Services employees and the South Carolina Public Employee Benefit Authority (PEBA).

*What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?*

**JUSTIFICATION OF REQUEST**

The Other and Federal Authorization is being requested in association with the increases below in FY 2024-25:

- Base Pay increase (\$1,125 for FTEs making \$50,000 and under, and 2.25% for FTEs making more than \$50,000) including related employer contributions
- 11.8% composite average employer premium increase for active and retired subscribers covered by the State Health for 2025

The requested authorization amount was calculated using compensation data from the South Carolina Enterprise Information System (SCEIS).

*Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.*

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## **FORM B1 – RECURRING OPERATING REQUEST**

<b>AGENCY PRIORITY</b>	2
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*Provide the Agency Priority Ranking from the Executive Summary.*

<b>TITLE</b>	<b>Professional &amp; Occupational Licensing - FTE Authorization</b>
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*Provide a brief, descriptive title for this request.*

<b>AMOUNT</b>	<p><b>General: \$0</b></p> <p><b>Federal: \$0</b></p> <p><b>Other: \$461,760</b></p> <p><b>Total: \$461,760</b></p>
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*What is the net change in requested appropriations for FY 2025-2026? This amount should correspond to the total for all funding sources on the Executive Summary.*

<b>NEW POSITIONS</b>	8.00
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*Please provide the total number of new positions needed for this request.*

<b>FACTORS ASSOCIATED WITH THE REQUEST</b>	<p><b>Mark "X" for all that apply:</b></p> <table style="width: 100%;"> <tr><td><input type="checkbox"/></td><td>Change in cost of providing current services to existing program audience</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Change in case load/enrollment under existing program guidelines</td></tr> <tr><td><input type="checkbox"/></td><td>Non-mandated change in eligibility/enrollment for existing program</td></tr> <tr><td><input type="checkbox"/></td><td>Non-mandated program change in service levels or areas</td></tr> <tr><td><input type="checkbox"/></td><td>Proposed establishment of a new program or initiative</td></tr> <tr><td><input type="checkbox"/></td><td>Loss of federal or other external financial support for existing program</td></tr> <tr><td><input type="checkbox"/></td><td>Exhaustion of fund balances previously used to support program</td></tr> <tr><td><input type="checkbox"/></td><td>IT Technology/Security related</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>HR/Personnel Related</td></tr> <tr><td><input type="checkbox"/></td><td>Consulted DTO during development</td></tr> <tr><td><input type="checkbox"/></td><td>Related to a Non-Recurring request – If so, Priority #</td></tr> </table>	<input type="checkbox"/>	Change in cost of providing current services to existing program audience	<input checked="" type="checkbox"/>	Change in case load/enrollment under existing program guidelines	<input type="checkbox"/>	Non-mandated change in eligibility/enrollment for existing program	<input type="checkbox"/>	Non-mandated program change in service levels or areas	<input type="checkbox"/>	Proposed establishment of a new program or initiative	<input type="checkbox"/>	Loss of federal or other external financial support for existing program	<input type="checkbox"/>	Exhaustion of fund balances previously used to support program	<input type="checkbox"/>	IT Technology/Security related	<input checked="" type="checkbox"/>	HR/Personnel Related	<input type="checkbox"/>	Consulted DTO during development	<input type="checkbox"/>	Related to a Non-Recurring request – If so, Priority #
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<b>STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES</b>	<p><b>Mark "X" for primary applicable Statewide Enterprise Strategic Objective:</b></p> <table style="width: 100%;"> <tr><td><input type="checkbox"/></td><td>Education, Training, and Human Development</td></tr> <tr><td><input type="checkbox"/></td><td>Healthy and Safe Families</td></tr> <tr><td><input type="checkbox"/></td><td>Maintaining Safety, Integrity, and Security</td></tr> <tr><td><input type="checkbox"/></td><td>Public Infrastructure and Economic Development</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Government and Citizens</td></tr> </table>	<input type="checkbox"/>	Education, Training, and Human Development	<input type="checkbox"/>	Healthy and Safe Families	<input type="checkbox"/>	Maintaining Safety, Integrity, and Security	<input type="checkbox"/>	Public Infrastructure and Economic Development	<input checked="" type="checkbox"/>	Government and Citizens
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<input type="checkbox"/>	Maintaining Safety, Integrity, and Security										
<input type="checkbox"/>	Public Infrastructure and Economic Development										
<input checked="" type="checkbox"/>	Government and Citizens										

<b>ACCOUNTABILITY OF FUNDS</b>	<p>This request supports goals one and four of LLR's strategic plan to "Promote a positive business climate, efficient use of public resources, and protect the public by licensing and registering qualified and competent individuals and businesses for the authorized practice of regulated professions and Maximize organizational excellence and effectiveness to improve the quality of customer service in all programs through efficient delivery of administrative support."</p> <p>This request advances the capabilities of the Professional Occupational Licensing (POL) program to handle the growth in licensees, additional statutory authority, and responsibilities with telehealth registration by providing FTEs needed to meet current service levels.</p> <p>The Agency's Human Resources Office (HR) will evaluate the use of the requested funds and ensure that the requested FTEs are paid reasonable compensation for the job description provided by the Division of Professional and Occupational Licensing (POL).</p>
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*What specific strategy, as outlined in the most recent Strategic Planning and Performance Measurement template*

## RECIPIENTS OF FUNDS

The recipient of these funds will be Agency employees through their compensation package, LLR will retain the employer's share of fringe benefit contributions.

The funds will be allocated to Division of Professional and Occupational Licensing (POL) - FTE Authorization (8 FTEs) - Personal Services and Employer Contributions.

*What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?*

## JUSTIFICATION OF REQUEST

The Division of Professional and Occupational Licensing (POL) oversees the licensing of 43 different boards, all of which affect the many facets of life for South Carolina citizens.

This responsibility includes reviewing and processing initial and renewal applications for licensure with the applicable board/commission according to relevant laws, regulations, policies, and/or guidelines. POL primarily utilizes Administrative Assistants (AA75) for each board/commission to serve as the primary processors for the applications to ensure all applicable education, criteria, and background checks have been completed before the issuance of the license. In addition to ensuring that only qualified individuals are properly issued a license, POL Administrative Assistants must process the applications as timely and expeditiously as possible as an individual's ability to work may depend on when the license is issued.

LLR continues to receive an increase in the number of active applications, licensees, and registrants each year, with its highest licensing numbers of over 500,000 seen during fiscal year 2024. This growth is in part due to the additional responsibilities LLR has received through legislation and changes to statutory authority and responsibilities. As the U.S. Census Bureau recently noted, South Carolina is the second fastest-growing State in the country (6.47%), and the Agency believes this growth has contributed to the number of licensees within the State, which has increased its work. Due to the growth in licensees, additional statutory authority, and responsibilities with telehealth registration, LLR is requesting an additional eight (8) Administrative Assistant (AA75) positions. These positions are intended to support various board/commission licensing functions, increased licensing applications, and associated work. This FTE request is to alleviate the increasing demands on staff, as high workloads are beginning to impact customer service, morale, and retention.

As part of the FTE requests, the Agency requests an increase in authorization for classified personnel funds commensurate with the salary and fringe for these positions. Fringe Benefits have been calculated at 48% for each position.

Job Title	Pay Band	Anticipated Salary	Fringe (48%)	Total
AA75 – Administrative Assistant (8 positions)	Pay Band 4	\$312,000 (\$39,000 each)	\$149,760	\$461,760

*Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.*

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## **FORM B1 – RECURRING OPERATING REQUEST**

<b>AGENCY PRIORITY</b>	3
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*Provide the Agency Priority Ranking from the Executive Summary.*

<b>TITLE</b>	<b>Office of State Fire Marshal and Fire Academy - FTE Authorization</b>
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*Provide a brief, descriptive title for this request.*

<b>AMOUNT</b>	<p><b>General: \$0</b></p> <p><b>Federal: \$0</b></p> <p><b>Other: \$479,520</b></p> <p><b>Total: \$479,520</b></p>
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*What is the net change in requested appropriations for FY 2025-2026? This amount should correspond to the total for all funding sources on the Executive Summary.*

<b>NEW POSITIONS</b>	5.00
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*Please provide the total number of new positions needed for this request.*

<b>FACTORS ASSOCIATED WITH THE REQUEST</b>	<p><b>Mark "X" for all that apply:</b></p> <table style="width: 100%;"> <tr><td style="width: 5%; text-align: center;"><input checked="" type="checkbox"/></td><td>Change in cost of providing current services to existing program audience</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td>Change in case load/enrollment under existing program guidelines</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td>Non-mandated change in eligibility/enrollment for existing program</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td>Non-mandated program change in service levels or areas</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td>Proposed establishment of a new program or initiative</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td>Loss of federal or other external financial support for existing program</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td>Exhaustion of fund balances previously used to support program</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td>IT Technology/Security related</td></tr> <tr><td style="text-align: center;"><input checked="" type="checkbox"/></td><td>HR/Personnel Related</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td>Consulted DTO during development</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td>Related to a Non-Recurring request – If so, Priority #</td></tr> </table>	<input checked="" type="checkbox"/>	Change in cost of providing current services to existing program audience	<input type="checkbox"/>	Change in case load/enrollment under existing program guidelines	<input type="checkbox"/>	Non-mandated change in eligibility/enrollment for existing program	<input type="checkbox"/>	Non-mandated program change in service levels or areas	<input type="checkbox"/>	Proposed establishment of a new program or initiative	<input type="checkbox"/>	Loss of federal or other external financial support for existing program	<input type="checkbox"/>	Exhaustion of fund balances previously used to support program	<input type="checkbox"/>	IT Technology/Security related	<input checked="" type="checkbox"/>	HR/Personnel Related	<input type="checkbox"/>	Consulted DTO during development	<input type="checkbox"/>	Related to a Non-Recurring request – If so, Priority #
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<b>STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES</b>	<p><b>Mark "X" for primary applicable Statewide Enterprise Strategic Objective:</b></p> <table style="width: 100%;"> <tr><td style="width: 5%; text-align: center;"><input type="checkbox"/></td><td>Education, Training, and Human Development</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td>Healthy and Safe Families</td></tr> <tr><td style="text-align: center;"><input checked="" type="checkbox"/></td><td>Maintaining Safety, Integrity, and Security</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td>Public Infrastructure and Economic Development</td></tr> <tr><td style="text-align: center;"><input type="checkbox"/></td><td>Government and Citizens</td></tr> </table>	<input type="checkbox"/>	Education, Training, and Human Development	<input type="checkbox"/>	Healthy and Safe Families	<input checked="" type="checkbox"/>	Maintaining Safety, Integrity, and Security	<input type="checkbox"/>	Public Infrastructure and Economic Development	<input type="checkbox"/>	Government and Citizens
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<input type="checkbox"/>	Public Infrastructure and Economic Development										
<input type="checkbox"/>	Government and Citizens										

<b>ACCOUNTABILITY OF FUNDS</b>	<p>This request supports goals three and four of LLR's strategic plan to "Serve as a statewide leader in minimizing fire loss and death, providing comprehensive and safe training for South Carolina's fire and emergency services, and responding to state emergencies and disaster-related events" and to "Maximize organizational excellence and effectiveness to improve the quality of customer service in all programs through efficient delivery of administrative support."</p> <p>This request advances both strategies by providing FTEs needed to address new program responsibilities of the Office of State Fire Marshal and to meet training demands of the SC Fire Academy.</p> <p>The Agency's Human Resources Office (HR) will evaluate the use of the requested funds. HR will ensure that the requested FTEs are paid reasonable compensation for the job description provided by these programs.</p>
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*What specific strategy, as outlined in the most recent Strategic Planning and Performance Measurement template of agency's accountability report, does this funding request support? How would this request advance that strategy? How would the use of these funds be evaluated?*

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## RECIPIENTS OF FUNDS

The recipient of these funds will be Agency employees through their compensation package. LLR will retain the employer's share of fringe benefit contributions.

The funds will be allocated to Program (s) C. Fire Academy and D. Office of State Fire Marshal - FTE Authorization (5 FTEs) - Personal Services and Employer Contributions.

*What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?*

### LLR - State Fire Division - Position Information and Justification

#### Office of State Fire Marshal

**Program Manager I – (1 FTE Position).** The Office of State Fire Marshal is responsible for the South Carolina Emergency Response Task Force (ERTF) and South Carolina Code Statute 23-49-50 assigns responsibility for the ERTF to the Firefighter Mobilization Oversight Committee. ERTF rescuers and incident management practitioners (approximately 370) require initial and ongoing training to obtain and maintain the skills necessary to successfully plan, manage, and execute search and rescue missions both statewide and nationally. The planning, preparation, and execution of these training events and exercises are complicated and demanding and typically require twice the amount of time it would normally take to conduct the training. This training has been planned, managed, and executed by other State Fire employees as ancillary duties. However, given the increased demands and needs of the programs, one employee needs to serve as the ERTF System Training Manager to have focused training and development responsibilities to sustain and grow the program. As part of the FTE request, the Agency is requesting an increase in authorization for the use of classified personnel funds commensurate with the salary and fringe for the position.

#### Fire Academy

#### **Program Coordinator I – (2 FTE Positions).**

Regional Coordinator: The SC Fire Academy (SCFA) is requesting authorization for two additional full-time Training Coordinators. The SCFA's facility is one of the most comprehensive state fire training facilities in the United States. It serves as the focal point for fire training for South Carolina citizens and national and international students. 2/3 of South Carolina firefighters are volunteers, who need to train at night and on weekends to accommodate their full-time jobs. In FY23, of the 29,404 students who completed training through SCFA, 22,408 (76%) of those students were trained through the regional training system. Currently, the SCFA regional training system consists of 7 regions, spread geographically around the State. The seven Regional Coordinators currently report to the Regional Training Supervisor (Program Coordinator II). Region 5, which encompasses the counties of Charleston, Dorchester, Berkeley, Colleton, Beaufort, and Jasper, has historically been the busiest region in the State. In FY23, Region 5 made up 22% of all students trained through the regional system. Region 5 also has the highest number of Regional Recruit Schools of all the SCFA regions (more than 3 times the number of any other region). Due to this growth, to balance the workload amongst the regions, to evenly distribute the responsibility for supporting classes, and to provide better customer service, SCFA is seeking to create an eighth region. Region 8 would encompass the counties of Colleton, Beaufort, Jasper, and Hampton. This restructuring would more evenly distribute the number of classes and students served by each region. SCFA is requesting a new FTE to serve as the Region 8 Regional Coordinator. As part of the FTE request, the Agency is requesting an increase in authorization for the use of classified personnel funds commensurate with the salary and fringe for the position.

Curriculum Developer: The SCFA Curriculum Section supports Academy training by designing and developing course curriculum, instructor manuals, and visual aids for use in both on-campus and regional classes. Curriculum Development must support 20 accredited level courses, more than a dozen non-accredited courses, and over 30 courses that were initially developed by the National Fire Academy and then handed off to state training academies for final development and delivery. In addition to these existing courses, the Curriculum Section typically develops 3 to 4 new courses, which are in the catalog each year to meet the needs of local fire departments. These courses can include taking off-the-shelf student manuals and creating instructor manuals and class visual aids, or EMS-related courses such as Basic EMT. All developed courses must meet the National Fire Protection Association (NFPA) professional qualification standards. The NFPA has also begun consolidating the professional qualification standards into groupings of similar job functions and once it releases the updated standards, the Curriculum Section will be required to update its courses to the new standards within 2 years of the release. The consolidation of standards means more courses must be updated with each release of the updated standard. This increased workload for the release of new and updated professional



## JUSTIFICATION OF REQUEST

qualification standards, in addition to maintaining existing courses and adding new courses, has taxed the Curriculum Developers to their maximum capacity. Currently, SCFA has two (2) FTE Curriculum developers and has attempted to support the increased volume of work with part-time state temporary workers. However, the part-time state temporaries have not been sufficient to keep up with the ongoing demands and needs expected from the section. As part of the FTE request, the Agency is requesting an increase in authorization for the use of classified personnel funds commensurate with the salary and fringe for the position.

**Program Coordinator II – (1 FTE Position).** The SCFA is a comprehensive fire training system both at its Columbia campus and regionally throughout the state. Currently, the Regional Training Supervisor (Program Coordinator II) oversees regional training which includes supervising the seven Regional Coordinators and the Career and Technology Center Training Coordinator (Program Coordinator I). If the request for a new FTE to serve as a Regional Coordinator for Region 8 is approved (see above), State Fire is requesting a new FTE to serve as a second Regional Training Supervisor. The oversight of nine (9) direct reports (with 8 regions and the CTC Coordinator) would be too burdensome for one employee. With an additional FTE, State Fire would have an Upper State Regional Training Supervisor and a Lower State Regional Training Supervisor. As part of the FTE request, the Agency is requesting an increase in authorization for the use of classified personnel funds commensurate with the salary and fringe for the position.

**General Maintenance Technician II – (1 FTE Position).** The SCFA's training facility is one of the most comprehensive in the nation. On its 208-acre campus, it features an auditorium, classrooms, administrative offices, and multiple state-of-the-art live fire training props. Specifically, this consists of three (3) office buildings, two (2) fire stations, three (3) live-fire burn buildings, one (1) five-story training tower, one (1) auditorium, (8) classrooms, one (1) full-service cafeteria, one (1) 56-room dormitory, two (2) full-size 737 aircraft training props, one (1) Blackhawk helicopter training prop, a fuel dispensary with 10,000 gallons of unleaded gas and 10,000 gallons of diesel, two (2) bulk propane tanks, two (2) maintenance shops, five (5) propane-fueled training props, four (4) flammable liquid training props, a training water system, 4.3 miles of forced sewer main, and three (3) sewer lift stations. SCFA personnel provide maintenance and landscaping services for the entire campus, buildings, and grounds. The maintenance team also constructs new training props and modifies existing fire props to provide a realistic training experience for students. The current personnel consist of five (5) FTEs (one Facilities Manager, one Maintenance Supervisor, and three General Maintenance Technician IIs) and one (1) part-time temporary maintenance employee. Given the scope, complexity, and increased demand in the use of the campus, State Fire needs an additional General Maintenance Technician II to support to efforts and work to maintain the campus, infrastructure, buildings, systems, equipment, props, etc., as noted above. As part of the FTE request, the Agency is requesting an increase in authorization for the use of classified personnel funds commensurate with the salary and fringe for the position.

Fringe Benefits have been calculated at 48% for each position.

Job Title	Pay Band	Anticipated Salary	Fringe (48%)	Total
AH45 - Program Manager I (1 position)	Pay Band 7	\$80,000	\$38,400	\$118,400
KC34 - General Maintenance Tech II (1 position)	Pay Band 4	\$52,000	\$24,960	\$76,960
AH35 - Program Coordinator I (2 positions)	Pay Band 5	\$120,000	\$57,600	\$177,600
AH40 - Program Coordinator II (1 position)	Pay Band 6	\$72,000	\$34,560	\$106,560
<b>Total</b>		<b>\$324,000</b>	<b>\$155,520</b>	<b>\$479,520</b>

*Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.*

Agency Name:	Department Of Labor, Licensing & Regulation		
Agency Code:	R360	Section:	81

## **FORM B1 – RECURRING OPERATING REQUEST**

<b>AGENCY PRIORITY</b>	4
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*Provide the Agency Priority Ranking from the Executive Summary.*

<b>TITLE</b>	Federal Funds Authorization - New Grants
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*Provide a brief, descriptive title for this request.*

<b>AMOUNT</b>	<p><b>General: \$0</b></p> <p><b>Federal: \$389,371</b></p> <p><b>Other: \$0</b></p> <p><b>Total: \$389,371</b></p>
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*What is the net change in requested appropriations for FY 2025-2026? This amount should correspond to the total for all funding sources on the Executive Summary.*

<b>NEW POSITIONS</b>	0.00
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*Please provide the total number of new positions needed for this request.*

<b>FACTORS ASSOCIATED WITH THE REQUEST</b>	<p><b>Mark "X" for all that apply:</b></p> <table style="width: 100%;"> <tr><td><input type="checkbox"/></td><td>Change in cost of providing current services to existing program audience</td></tr> <tr><td><input type="checkbox"/></td><td>Change in case load/enrollment under existing program guidelines</td></tr> <tr><td><input type="checkbox"/></td><td>Non-mandated change in eligibility/enrollment for existing program</td></tr> <tr><td><input type="checkbox"/></td><td>Non-mandated program change in service levels or areas</td></tr> <tr><td><input type="checkbox"/></td><td>Proposed establishment of a new program or initiative</td></tr> <tr><td><input type="checkbox"/></td><td>Loss of federal or other external financial support for existing program</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Exhaustion of fund balances previously used to support program</td></tr> <tr><td><input type="checkbox"/></td><td>IT Technology/Security related</td></tr> <tr><td><input type="checkbox"/></td><td>HR/Personnel Related</td></tr> <tr><td><input type="checkbox"/></td><td>Consulted DTO during development</td></tr> <tr><td><input type="checkbox"/></td><td>Related to a Non-Recurring request – If so, Priority #</td></tr> </table>	<input type="checkbox"/>	Change in cost of providing current services to existing program audience	<input type="checkbox"/>	Change in case load/enrollment under existing program guidelines	<input type="checkbox"/>	Non-mandated change in eligibility/enrollment for existing program	<input type="checkbox"/>	Non-mandated program change in service levels or areas	<input type="checkbox"/>	Proposed establishment of a new program or initiative	<input type="checkbox"/>	Loss of federal or other external financial support for existing program	<input checked="" type="checkbox"/>	Exhaustion of fund balances previously used to support program	<input type="checkbox"/>	IT Technology/Security related	<input type="checkbox"/>	HR/Personnel Related	<input type="checkbox"/>	Consulted DTO during development	<input type="checkbox"/>	Related to a Non-Recurring request – If so, Priority #
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<input type="checkbox"/>	HR/Personnel Related																						
<input type="checkbox"/>	Consulted DTO during development																						
<input type="checkbox"/>	Related to a Non-Recurring request – If so, Priority #																						

<b>STATEWIDE ENTERPRISE STRATEGIC OBJECTIVES</b>	<p><b>Mark "X" for primary applicable Statewide Enterprise Strategic Objective:</b></p> <table style="width: 100%;"> <tr><td><input checked="" type="checkbox"/></td><td>Education, Training, and Human Development</td></tr> <tr><td><input type="checkbox"/></td><td>Healthy and Safe Families</td></tr> <tr><td><input type="checkbox"/></td><td>Maintaining Safety, Integrity, and Security</td></tr> <tr><td><input type="checkbox"/></td><td>Public Infrastructure and Economic Development</td></tr> <tr><td><input type="checkbox"/></td><td>Government and Citizens</td></tr> </table>	<input checked="" type="checkbox"/>	Education, Training, and Human Development	<input type="checkbox"/>	Healthy and Safe Families	<input type="checkbox"/>	Maintaining Safety, Integrity, and Security	<input type="checkbox"/>	Public Infrastructure and Economic Development	<input type="checkbox"/>	Government and Citizens
<input checked="" type="checkbox"/>	Education, Training, and Human Development										
<input type="checkbox"/>	Healthy and Safe Families										
<input type="checkbox"/>	Maintaining Safety, Integrity, and Security										
<input type="checkbox"/>	Public Infrastructure and Economic Development										
<input type="checkbox"/>	Government and Citizens										

<b>ACCOUNTABILITY OF FUNDS</b>	<p>This request supports goals three and four of LLR's strategic plan to "Serve as a statewide leader in minimizing fire loss and death, providing comprehensive and safe training for South Carolina's fire and emergency services, and responding to state emergencies and disaster-related events; and maximize organizational excellence and effectiveness to improve the quality of customer service in all programs through efficient delivery of administrative support."</p> <p>The request advances the goals in LLR's strategic plan by providing Federal Authorization for Federal Grants awarded to fund these programs. The funds will be evaluated by the Agency's Fiscal Operations department.</p>
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*What specific strategy, as outlined in the most recent Strategic Planning and Performance Measurement template of agency's accountability report, does this funding request support? How would this request advance that strategy? How would the use of these funds be evaluated?*

	The recipients of these funds will include Agency employees, vendors, and contractors
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<b>RECIPIENTS OF FUNDS</b>	<p>of the State Fire Division of the Department of Labor, Licensing and Regulation (LLR).</p> <p>These funds will be allocated to Program(s) C. Fire Academy and F. Professional &amp; Occupational Licensing as budgeted in their respective grant programs.</p>
<p><i>What individuals or entities would receive these funds (contractors, vendors, grantees, individual beneficiaries, etc.)? How would these funds be allocated – using an existing formula, through a competitive process, based upon predetermined eligibility criteria?</i></p>	
<b>JUSTIFICATION OF REQUEST</b>	<p>The Agency has received several new grants to support activities in the Office of State Fire Marshall, Fire Academy, and POL Divisions. This request fulfills the amounts needed to expend the federal portion of those grants.</p> <p>Grants awards were received/ expected in the following amounts:</p> <p>\$120,000 - Professional and Occupational Licensing (POL)</p> <p>\$249,371 - Fire Academy</p> <p>\$20,000 - Fire Academy</p>
<p><i>Please thoroughly explain the request to include the justification for funds, potential offsets, matching funds, and method of calculation. Please include any explanation of impact if funds are not received. If new positions have been requested, explain why existing vacancies are not sufficient.</i></p>	

Agency Name:	Department Of Labor, Licensing & Regulation		
Agency Code:	R360	Section:	81

**FORM D – PROVISO REVISION REQUEST**

NUMBER	<div>81.14</div> <div>Cite the proviso according to the renumbered list (or mark “NEW”).</div>
TITLE	<div>Compensatory Payment</div> <div>Provide the title from the renumbered list or suggest a short title for any new request.</div>
BUDGET PROGRAM	<div>Programs: C. Fire Academy and D. Office of State Fire Marshal</div> <div>Identify the associated budget program(s) by name and budget section.</div>
RELATED BUDGET REQUEST	<div>n/a</div> <div>Is this request associated with a budget request you have submitted for FY 2025-2026? If so, cite it here.</div>
REQUESTED ACTION	<div>Amend</div> <div>Choose from: Add, Delete, Amend, or Codify.</div>
OTHER AGENCIES AFFECTED	<div>n/a</div> <div>Which other agencies would be affected by the recommended action? How?</div>

SUMMARY & EXPLANATION	<div> The South Carolina Department of Labor, Licensing and Regulation received this Proviso in FY 2023-2024 and in FY 2024-2025 was the Agency's first time attempting to use the provisions. The Agency noticed that nearly half of the employees that respond to emergencies are in program C. Fire Academy. The current proviso only lists program D. Office of the State Fire Marshal; however these two programs are in the same Division of the Agency. The Agency is requesting to add program C. Fire Academy to the Proviso. </div>
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*Summarize the existing proviso. If requesting a new proviso, describe the current state of affairs without it. Explain the need for your requested action. For deletion requests due to recent codification, please identify SC Code section where language now appears.*

## FISCAL IMPACT

In the event a State of Emergency is declared by the Governor or in the event of a situation requiring the use of mutual assistance under Section 25-1-450 of the 1976 Code, exempt employees of the Office of State Fire Marshal and Fire Academy will be paid compensation in lieu of accruing compensatory time this will increase the Agency's personal expenditures in the period for which the compensation is paid,. The Agency will review it's available funds prior to authorizing the additional payment as described in the Proviso.

*Provide estimates of any fiscal impacts associated with this proviso, whether for state, federal, or other funds. Explain the method of calculation.*

## PROPOSED PROVISO TEXT

81.14 (LLR: Compensatory Payment) In the event a State of Emergency is declared by the Governor or in the event of a situation requiring the use of mutual assistance under Section 25-1-450 of the 1976 Code, exempt employees of the Department of Labor, Licensing and Regulation's Office of State Fire Marshal **and Fire Academy** may be paid for actual hours worked, in lieu of accruing compensatory time, at the discretion of the agency director, and providing funds are available.

*Paste existing text above, then bold and underline insertions and strikethrough deletions. For new proviso requests, enter requested text above.*

Agency Name:	Department Of Labor, Licensing & Regulation		
Agency Code:	R360	Section:	81

## **FORM E – AGENCY COST SAVINGS AND GENERAL FUND REDUCTION CONTINGENCY PLAN**

<b>TITLE</b>	Reduction in Agency Travel
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<b>AMOUNT</b>	\$339,627
	<i>What is the General Fund 3% reduction amount? This amount should correspond to the reduction spreadsheet prepared by EBO.</i>

<b>ASSOCIATED FTE REDUCTIONS</b>	n/a
	<i>How many FTEs would be reduced in association with this General Fund reduction?</i>

<b>PROGRAM / ACTIVITY IMPACT</b>	<p>Program II.B. Occupational Safety &amp; Health Program - General Funds are used as required match for Federal Funds received for the SC OSHA Program.</p>
	<i>What programs or activities are supported by the General Funds identified?</i>

<b>SUMMARY</b>	<p>LLR's General Fund appropriation under this program is used as matching funds for the Occupational Safety and Health Administration (OSHA) State Fund Grant. The reduction would impact operating expenditures, supplies, and travel. LLR would use revenue collected under Program II.F Professional Occupational Licensing as authorized by Proviso 81. 7 to supplement the reduced funding.</p>
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*Please provide a detailed summary of service delivery impact caused by a reduction in General Fund Appropriations and provide the method of calculation for anticipated reductions. Agencies should prioritize reduction in expenditures that have the least significant impact on service delivery.*

## **AGENCY COST SAVINGS PLANS**

The Agency is moving forward with the implementation of digital licenses for several licensing boards. Licensees of selected boards will soon receive a link to download and print their license, a change that has already proven successful with a couple of boards. This transition, when applied to our largest boards, is expected to result in significant cost savings of more than \$50,000 in ink, paper, shipping materials, and postage. We are confident in our ability to continue these efforts from FY2025 onwards, building on our past successes.

*What measures does the agency plan to implement to reduce its costs and operating expenses by more than \$50,000? Provide a summary of the measures taken and the estimated amount of savings. How does the agency plan to repurpose the savings?*