The meeting was called to order by Chairman Joey Darby at 12:30 p.m. The meeting was held at the Alabama Fire College in Tuscaloosa, Alabama and proper prior notice of the meeting had been given under the Open Meetings Act.

Roll call revealed the following members present: Joey Darby, Billy Doss, Mike Green, Russell Ledbetter, Scott Pilgreen and Dale Wyatt. (Attorney Mark Boardman) Quorum ascertained.

VISITORS

Arthur Willis, Kim Davis, David Thornburg, Cece Hubbert, Marty Lee, Amy Bowden, Tracy McNair, and Derek Toxey

MINUTES

Mr. Marty Lee from Jackson Thornton presented the 2019 Audit for the Commission review. He stated that there were no findings and commended the staff for their professionalism and hard work.

Section Chief Willis gave an overview of the student numbers and announced the Instructor of the Year (Jared Maners) and the Student of the Year (Jacob Hudson). Both will be invited to attend FDIC in Indianapolis, Indiana. Section Chief Thornburg gave updates on several projects. The Database Specialist Tracy McNair gave a report on the AFC website upgrade and redesign project.

Executive Director Russell discussed several matters and updates pertaining to the Fire College. It was noted that the Deep South Fire Conference had been cancelled so no participation was needed on our part.

No action was taken on any of the above matters or any other matters.

FINANCE COMMITTEE

Roll call revealed the following members present: Joey Darby, Billy Doss, Mike Green, Russell Ledbetter, Scott Pilgreen and Dale Wyatt.

Committee Vice-Chairman Wyatt discussed several items including the November 2019 Financial Statement, the 2019 Jackson Thornton Audit, the $130,000 refurbishment of the mobile trainer and the gas heaters for the Station. On a motion properly made and seconded, the Finance Committee unanimously approved these items to forward to the Quarterly Commission meeting.
POLICY AND PROCEDURES/BY LAWS COMMITTEE

No discussion.

EMS COMMITTEE

No discussion.

Chairman Darby said there being no further business, the meeting is adjourned.

Respectfully submitted,

[Signature]

David M. Russell
Executive Director

[Signature]

Melony Carroll
Secretary
ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Quarterly Commission Meeting
January 15, 2020

The meeting was called to order by Chairman Joey Darby at 9:00 a.m. The meeting was held at the Alabama Fire College in Tuscaloosa, Alabama and proper prior notice of the meeting had been given under the Open Meetings Act.

The Pledge of Allegiance was led by Commissioner Wyatt. Chairman Darby requested a moment of silence to remember Chief John Bresnan. Roll call revealed the following members present: Joey Darby, Billy Doss, Mike Green, Russell Ledbetter, Scott Pilgreen, Gary Sparks and Dale Wyatt. (Attorney Mark Boardman). Quorum was ascertained.

VISITORS

Derek Toxey, David Thornburg, Cece Hubbert, Amy Bowden, Stacey Tingle, Kim Davis, Arthur Willis, Donna Barrett, Meaghan Jackson, Diana Hewlett, Pat Hamilton, Christy Ryland, Tracy McNair, Damien Davis, Cindy Woods, Bailey Price, Mark Delk, Terri Huddleston, Lonnie Branson, Patrick Dunlap, Tiffany Lyons, Reid Vaughan, Nick Davis, John Olvey, Ashley Owens, Adam Watley, James LeVert

MINUTES

Commissioner Green made a motion to approve the minutes for the Work Session on October 22, 2019 and the Quarterly meeting on October 23, 2019. It was seconded by Commissioner Ledbetter. Roll call vote was taken.

Joey Darby – Yes
Billy Doss - Yes
Mike Green - Yes
Russell Ledbetter – Yes
Scott Pilgreen – Yes
Gary Sparks – Yes
Dale Wyatt - Yes

Motion carried.

ELECTION OF OFFICERS

Commissioner Sparks nominated Commissioner Darby for Chairman. It was seconded by Commissioner Pilgreen. Roll call vote was taken.

Joey Darby – Yes
Billy Doss - Yes
Mike Green - Yes
Russell Ledbetter – Yes
Scott Pilgreen – Yes
Gary Sparks – Yes
Dale Wyatt – Yes

Motion carried.
Commissioner Green nominated Commissioner Sparks for Vice-Chairman and it was seconded by Commissioner Wyatt. Roll call vote was taken.

Joey Darby – Yes
Billy Doss - Yes
Mike Green - Yes
Russell Ledbetter – Yes
Scott Pilgreen – Yes
Gary Sparks – Yes
Dale Wyatt - Yes

Motion carried.

PUBLIC HEARING

"Members of the public may speak or address the Commission during the public hearing portion of the meeting. Any member of the public desiring to speak or address the Commission must sign the speakers list prior to the beginning of the public hearing portion of the meeting. The order of speakers shall be determined by order of sign-up by issue. All speakers shall first identify themselves and whom they represent."

360-X-15-.01 Incipient Facility Fire Brigade Member
360-X-15-.02 Advanced Exterior Facility Fire Brigade Member
360-X-15-.03 Interior Structural Facility Fire Brigade Member
360-X-15-.04 Facility Fire Brigade Leader
360-X-15-.05 Facility Fire Brigade Support Member

Chairman Darby opened the floor for comments regarding the proposed change to the Administrative Code.

There were no comments from visitors. Executive Director Russell stated that there had been no public comments submitted in writing or by electronic mail or telephone for this amendment.

Chairman Darby stated that no further action is needed on this item. Commissioner Wyatt made a motion to close the Public Hearing and it was seconded by Commissioner Pilgreen. Without objection, the Public Hearing was closed.

Commissioner Wyatt made a motion adopt the code changes for 360-X-15.01, 360-X-15-.02, 360-X-15-.03, 360-X-15-.04 and 360-X-15-.05 and it was seconded by Commissioner Green. Roll call vote was taken.

Joey Darby – Yes
Billy Doss - Yes
Mike Green - Yes
Russell Ledbetter – Yes
Scott Pilgreen – Yes
Gary Sparks – Yes
Dale Wyatt - Yes

Motion carried.

Chairman Darby stated the next item for the Public Hearing was Certified Live Fire Instructor 360-X-20-.01 and Certified Live Fire Instructor In Charge 360-X-20-.02. Chairman Darby opened the floor for comments regarding the proposed change to the Administrative Code.

There were no comments from visitors. Executive Director Russell stated that there had been no public comments submitted in writing or by electronic mail or telephone for this amendment.

Chairman Darby stated that no further action is needed on this item. Commissioner Wyatt made a motion to close the Public Hearing and it was seconded by Commissioner Doss. Without objection, the Public Hearing was closed.

Commissioner Green made a motion to adopt the proposed changes to 360-X-20-.01 and 360-X-16-20-.02. It was seconded by Commissioner Doss. Roll call vote was taken.

Joey Darby – Yes
Billy Doss - Yes
Mike Green - Yes
Russell Ledbetter – Yes
Scott Pilgreen – Yes
Gary Sparks – Yes
Dale Wyatt - Yes

Motion carried.

EMPLOYEE OF THE QUARTER RECOGNITION

Executive Director Russell stated that the purpose for the Employee of the Quarter is to recognize people’s performance over the most recent quarter. Russell said that we monitor course critiques and we consistently get great feedback regarding the Registration Unit and Student Services. The employees provide great customer service and take such good care of our students. They are the face of the Fire College and they represent us well: Terri Huddleston, Patricia Hamilton, Ashley Owens, Christy Ryland and Kirsten Baker. Jointly, all were recognized as Employees of the Quarter.

EMPLOYEE OF THE YEAR RECOGNITION

Executive Director Russell announced that Reid Vaughan has been selected as 2019 Employee of the Year. Russell said he does a fantastic job with the regions, taking care of the volunteers, and is well respected throughout the state. Russell added Reid works with the State and Federal Line of Duty Death benefits and has a great impact on families and the Alabama Fire College.

Director’s Report:
Executive Director Russell asked Section Chief Willis and Section Chief Thornburg to give brief updates. Russell said that the ProBoard site visit went well and they’ll be recommending that we be re-accredited at the ProBoard meeting January 22-23, 2020 for all 64 levels. He discussed several updates including the upgrade needed for the Mobile Burn Trailer; the website redesign project; and the Haz Mat certification exam that was compromised.

Chairman Darby stated that the Deep South Fire Conference has been cancelled so there won’t be a need for our facility.

**COMMITTEE REPORTS**

**Finance:**

Commissioner Wyatt made a committee motion to accept the 2019 audit report from Jackson Thornton. Roll call vote was taken.

Joey Darby – Yes
Billy Doss - Yes
Mike Green - Yes
Russell Ledbetter – Yes
Scott Pilgreen – Yes
Gary Sparks – Yes
Dale Wyatt – Yes

Motion carried unanimously.

Commissioner Wyatt made a committee motion to approve the November 2019 Financial Statement. Roll call vote was taken.

Joey Darby – Yes
Billy Doss - Yes
Mike Green - Yes
Russell Ledbetter – Yes
Scott Pilgreen – Yes
Gary Sparks – Yes
Dale Wyatt – Yes

Motion carried unanimously.

Commissioner Wyatt made a committee motion to approve expenditure up to $130,000 from a sole source provider to upgrade the Mobile Burn Trailer. Roll call vote was taken.

Joey Darby – Yes
Billy Doss - Yes
Mike Green - Yes
Russell Ledbetter – Yes
Scott Pilgreen – Yes
Gary Sparks – Yes
Dale Wyatt – Yes
Motion carried unanimously.

Commissioner Wyatt made a committee motion to approve the installation of the station gas heaters from RJ Mechanical up to $30,000. Roll call vote was taken.

   Joey Darby – Yes  
   Billy Doss - Yes  
   Mike Green - Yes  
   Russell Ledbetter – Yes  
   Scott Pilgreen – Yes  
   Gary Sparks – Yes  
   Dale Wyatt – Yes

Motion carried.

Chairman Darby pointed out that the last two items are already budgeted.

Policy & Procedures/By-Laws:

Committee Chairman Green stated there was no report.

EMS:

Committee Chairman Wyatt stated there was no report.

OLD BUSINESS

There was none.

NEW BUSINESS

There was none.

BUSINESS FROM VISITORS

There was none.

BUSINESS FROM COMMISSION MEMBERS

Chairman Darby said appreciated the staff and the hard work to receive the clean audit. He added to remember Homewood and the Bresnan family at this time.

Chairman Darby stated that the next Work Session would be April 14, 2020 at 12:30 p.m. Committee meetings will immediately follow the Work Session.

The next Quarterly Commission meeting will be April 15, 2020 at 9:00 a.m.

Commissioner Wyatt made a motion to adjourn and it was seconded by Commissioner Sparks. Without objection, the meeting was adjourned.
Respectfully submitted,

[Signature]

David M. Russell
Executive Director

[Signature]

Melony Carroll
Secretary
ALABAMA FIRE COLLEGE AND
PERSONNEL STANDARDS COMMISSION

Special Called Emergency Meeting
March 18, 2020

The meeting was scheduled as a conference call at 11:00 a.m. Proper prior emergency notice of
the meeting had been given under the Open Meetings Act. Executive Director Matt Russell
verified that all Commissioners were present via telephone: Joey Darby, Billy Doss, Mike Green,
Russell Ledbetter, Scott Pilgreen, Gary Sparks and Dale Wyatt. Attorney Mark Boardman was
also present via telephone. Quorum was ascertained.

VISITORS

David Thornburg, Diana Hewlett, Rick Gregg, Reid Vaughan, Jason Jackson, Kim Davis, Patrick
Dunlap, Arthur Willis

MINUTES

Executive Director Russell stated that the meeting was called to discuss the Coronavirus situation
and how it affects the Fire College. He asked that Attorney Boardman speak to that issue.

Counsel for the Fire College, Mark Boardman, stated that the Commission is meeting in a special
called meeting (authorized by Alabama Code § 36-32-4) on in excess of one hour’s notice. While
Alabama Code § 36-25A-3(a)(2) normally requires agencies with statewide jurisdiction to post
notice of the meeting with the Secretary of State 7 days in advance, Alabama Code § 36-25A-
3(b)(i) allows a meeting under emergency circumstances potentially requiring immediate action to
avoid physical injury to persons to be done on one hour’s notice. Nevertheless, he stated, since this
meeting is by telephone and/or other electronic means, not in person, no formal action can be taken
by the Commission at this meeting. The Commissioners can express opinions to the Executive
Director, and the Executive Director can solicit those opinions, concerning actions the Executive
Director is already empowered to take.

Russell stated that the situation is being monitored closely through the Alabama Department of
Public Health, the Alabama Community College System, and the Governor’s office website. We
are trying to keep a check on what’s going on in the State of Alabama. The Governor sent out a
directive late Friday afternoon, March 13, 2020, that we should begin practicing social distancing
and declared a State of Emergency. Schools K-12 have also been closed which prompted us to
take additional actions here.

Currently we are alternating work schedules, so we don’t have full staff here on campus. About
half of our staff has the capability to work from home. Work continues, but not in a normal
fashion. Section Chief Thornburg has been on campus through the weekend tracking the things
we have going on and making plans for this week and down the road.

As Executive Director, Russell possesses statutory and regulatory authority concerning recruit
schools. He said he had some concerns specifically about the continuation of recruit schools. We
currently have several schools in progress around the state that are close to finishing. The vast
majority of JPR’s and the academic training have occurred for these schools. If we close our
doors, we couldn’t support training or testing for our on-campus recruit school or testing for
offsite schools. We’d like to expedite the schedule and test out Tuesday, March 24th. The other
schools will be ready to test out by Friday, March 27th.

Chairman Darby said that decisions need to be made that are right for the moment during this
time. Part of our mission is supporting the Alabama fire service. These recruit classes are just
about done and it would be good the get them certified and put them to work during this crisis
time.

Russell said that other recruit schools are scheduled to start in the near future, and we would
support them to the extent that we can. We have staff that are part of the high-risk population and
we would make adjustments with staffing to test them out. We’ll support these departments if it’s
just their personnel in class.

Training Specialist Jason Jackson explained the situation with the current recruit schools.

Commissioner Sparks asked about the Career Tech program. Regional Director Reid Vaughan
stated that the Career Tech schools are on hold since the schools are closed. The regional non-
certification classes can continue depending on how this crisis unfolds.

Commissioner Wyatt is good with current decisions and wants to be sure that we act in
compliance with the Code of Alabama.

Chairman Darby brought up the April Quarterly Meeting and the possibility of cancelling or
postponing. Attorney Boardman stated that the meeting can be cancelled due to not having a
quorum.

Russell thanked the Commission for their time and support, and stated that the five recruit schools
would test out next week: March 24th and March 27th.

No formal action was taken at the meeting.

Respectfully submitted,

David M. Russell
Executive Director

Melony Carroll
Secretary