

# **ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION**

## **Quarterly Meeting – January 18, 2006**

The meeting was called to order by Chairman Billy Mims at 9:00 a.m. The meeting was held at the Alabama Fire College in Tuscaloosa, Alabama.

Roll call revealed the following members present: David Boyd, Dwight Graves, Billy Mims, Richard Montgomery, Emory Peoples, Richard Sapp, and Butch Zaragoza. Executive Director W. L. Langston was also present.

Chairman Mims welcomed visitors.

Quorum ascertained.

### **MINUTES**

Commissioner Butch Zaragoza moved the minutes of the October 19, 2005 meeting be approved. Commissioner David Boyd seconded and the motion carried.

### **REPORTS**

#### **I. DIRECTOR'S REPORT**

- A. The quarterly activity and training report was given. The report includes a recap of certifications issued, a listing of schools in progress as well as a report of resident, industrial, field courses, and EMS courses completed during the quarter ending December 31, 2005.
- B. Fire College Weekend was held on November 5, 6, 2005. This is an offset from Fire College Week. Last year we discussed doing a 2-day Fire College Weekend or possibly doing a 4-day semi-annual Fire College Week. We had 136 people which attended, which was a good number.
- C. IFSAC (International Fire Service Accrediting Congress) came to the Fire College for a site visit in November. The visit went well and we have been recommended to be accredited. This goes before their Board in April.

- D. On January 16, 2006 we will be starting the first in the country, online Fire Officer I Course. Certification as well as college credit will be received for this course. This is set up in conjunction with Shelton State's online learning program. Jerry Laughlin has worked very hard on this.
- E. We continue to develop the refresher courses that were discussed several meetings back. We have done several at fire departments' requests. The concept behind these courses was requests from fire departments and also discussions with people responding to Katrina and the planning committee's opinion was that these refresher rescue type courses where people don't get continuous experience in this area would be very beneficial. These are hands on courses
- F. Mileage rate is currently 44.5 cents per mile for instate travel. This was reduced from 48.5 down to 44.5.
- G. The mid-winter Chief's Conference will be held here in Tuscaloosa on February 6 – 9. The chiefs planning committee has done an outstanding job of preparing that.
- H. Mike Brackin, Deputy Director of Administration is serving on an IFSAC Committee, which is developing a new Fire Officer IFSTA Manual, which is due out next year.

## **OLD BUSINESS**

- I. Commissioner Zaragoza asked for an update on the recertification of volunteer firefighters. Dr. Langston stated that it went very well other than had a few requests to go back farther than the date agreed. We had around 500 people which took advantage of the recertification.
- II. Commissioner Boyd asked for any updates on the situation with Birmingham Fire Department inspectors which was discussed at the last Commission Meeting. Dr. Langston stated that the information had been turned over to the Attorney General's Office which is the process to follow. There have been several discussions with them since then. The Attorney General's office is saying that they concur that's what the law says and they have had discussions with the legal department in Birmingham and with the fire chief. With this process it takes it out of the Commission's hands.

## **NEW BUSINESS**

No new business identified.

## **BUSINESS FROM VISITORS**

Chief Wade Hill from Ft. Payne asked to address the Commission with some problems he was having with certification for some rescue courses which were taught at his department.

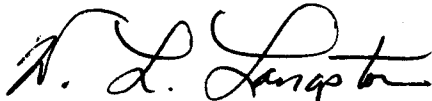
## **BUSINESS FROM COMMISSION MEMBERS**

- I. Motion was made by Commissioner Graves for the Commission to discuss Chief Wade Hill's situation. Commissioner Montgomery seconded and the motion carried.

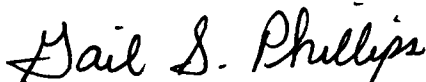
Motion was made by Commissioner Graves to allow students which received rescue training at Ft. Payne Fire Department to be tested for certification. Chief Hill is to turn in necessary paperwork to verify training and upon receiving this, the certification test be administered to them and certification granted to ones passing this exam. Commissioner Boyd seconded and the motion carried.

- II. The next Commission Meeting will be April 19, 2006.
- III. Commissioner Peoples moved that the Commission Meeting be adjourned. Commissioner Zaragoza seconded and the motion carried unanimously.

Respectfully submitted,



Dr. W. L. Langston  
Executive Director



Gail S. Phillips  
Secretary

# **ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION**

## **Called Commission Meeting March 21, 2006**

The meeting was called to order by Chairman Billy Mims at 1:00 p.m. The meeting was held at the Alabama Fire College in Tuscaloosa, Alabama.

Roll call revealed the following members present: David Boyd, Billy Mims, Richard Montgomery, Emory Peoples, Richard Sapp, and Butch Zaragoza. Executive Director W. L. Langston was also present.

Quorum ascertained.

Chairman Mims stated that this meeting was called to discuss only what was listed in memorandum mailed previously to the Commissioners.

Vice Chairman Sapp made a motion that the Commission adjourn into executive session to discuss the name and character of an individual. Commissioner Peoples seconded.

Chuck Hardin, Attorney, presented a document to the Commission which clarified the Open Meetings Law relating to Executive Sessions.

The Commission went into Executive Session.

Commissioner Dwight Graves joined the other commissioners at this time for the executive session.

Commissioner Boyd made a motion to go back into regular session. Commissioner Zaragoza seconded and the motion carried.

Commissioner Montgomery made a motion to accept the resignation of Dr. Bill Langston on the condition of the payment by the Commission to Dr. Langston of one-half of total salary which is received under the contract with the Commission. The retirement should be effective June 30, 2006. Dr. Langston agrees not to compete in any way with the Alabama Fire College and Personnel Standards Commission, and resign his position with the AFC Foundation, Inc. Commissioner Boyd seconded.

Chairman Mims called for a roll call vote: David Boyd – yes; Dwight Graves – no; Billy Mims – yes; Richard Montgomery – yes; Emory Peoples – yes; Richard Sapp – yes; Butch Zaragoza – yes. Motion carried.

Commissioner Montgomery also made a motion that the Commission request that the AFC Foundation, Inc. assist with this liability and pay one-half of the above consideration. Commissioner Sapp seconded.

Chairman Mims asked for a roll call vote: David Boyd – no; Dwight Graves – no; Billy Mims – yes; Richard Montgomery – yes; Emory Peoples – yes; Richard Sapp – yes; Butch Zaragoza – yes. Motion carried.

Commissioner Graves made a motion that a delegation consisting of the Chairman, Vice Chairman and Butch Zaragoza set up a meeting with Dr. Roy Johnson, Chancellor, to discuss the Fire College, issues pertaining to the operation that stayed in the line of the subject matter of this called meeting. Commissioner Montgomery seconded. Motion carried.

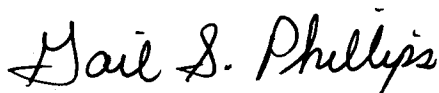
Commissioner Peoples made a motion to adjourn. Commissioner Montgomery seconded and the motion carried.

The meeting was adjourned.

Respectfully submitted,



Dr. W. L. Langston  
Executive Director



Gail S. Phillips  
Secretary

# **ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION**

**Quarterly Meeting – April 19, 2006**

The meeting was called to order by Chairman Billy Mims at 9:00 a.m. The meeting was held at the Alabama Fire College in Tuscaloosa, Alabama.

Roll call revealed the following members present: David Boyd, Dwight Graves, Billy Mims, Edward Paulk, Emory Peoples, Richard Sapp, and Butch Zaragoza.

Chairman Mims welcomed visitors.

Quorum ascertained.

## **MINUTES**

Commissioner Emory Peoples moved the minutes of the January 18, 2006 meeting be approved. Commissioner Butch Zaragoza seconded and the motion carried.

Commissioner Butch Zaragoza moved the minutes of the special called meeting on March 21, 2006 be approved. Commissioner Richard Sapp seconded and the motion carried.

## **ELECTION OF OFFICERS**

Chairman Mims announced the election of officers.

Chairman Mims opened the floor for nominations for chairman. Commissioner Peoples nominated Billy Mims for Chairman. There being no further nominations, Commissioner Mims was elected chairman by unanimous vote.

Chairman Mims opened the floor for nominations for vice chairman. Commissioner Butch Zaragoza nominated Richard Sapp for Vice Chairman. There being no further nominations. Commissioner Sapp was elected by unanimous vote.

## REPORTS

### I. DIRECTOR'S REPORT

- A. The quarterly activity and training report was given by Jerry Laughlin, Assistant Executive Director. The report includes a recap of certifications issued, a listing of schools in progress as well as a report of resident, industrial, field courses, and EMS courses completed during the quarter ending March 31, 2006. The section under Field Training for NIMS shows we have provided training for about a thousand students in the NIMS area over the last quarter.

For a firefighter I training update we have a Recruit School going on about half way completed right now. We have an unprecedented number of recruit schools going on in the State at this time. We have recently had three different classes for three weeks of training for Canadians, who chose to come to the Fire College for training.

On the year end update we continue to be the top provider for EMT Basic students and classes in the state. We currently have three classes going on throughout the state with 57 students today. Here in Tuscaloosa we have Basic EMT going on with 20 students. Within the last three weeks, we have just ended our Paramedic class, a fast track class of 42 weeks. We have brought in a new Curriculum Coordinator, Mrs. Susie Smith.

- B. Alabama Fire College has applied for IFSAC (International Fire Service Accrediting Congress) accreditation. As we reported at the last meeting IFSAC committee came to the Fire College for a site visit in November and they are meeting now to decide if we will be approved for accreditation.

- C. **Special projects update.** Our 70th Annual Fire College Week will be coming up later in April. For the Thursday, Friday session, we have 185 students and for the Saturday, Sunday session, we have 318 students. For the first time this year we have scheduled two certification classes for this time period, Haz Mat and Rescue Technician. We have also expanded our fall Fire College Week to four days instead of just two days.

- D. **Budget update.** At this time I do not have a new budget update. Our budget is processed thru Shelton State Community College as our fiscal agent. Right now I only have reports thru January and in comparing that with this time last year, it shows that we are spending less than at this time last year. With our conservative spending we have some funds in reserve for repairs or whatever may come up for our building which is getting older every year or for other emergencies.

## OLD BUSINESS

- I. Chuck Hardin, Attorney, reported on meeting of Chairman, Vice Chairman, Commissioner Zaragoza and himself with Chancellor Roy Johnson. Dr. Johnson stated he was willing to allow this Commission to select an Executive Director regarding the standards and certifications. He contended or believed that legally the fire college and the training side was a post secondary institution. If we chose on an interim basis for that position to be one position, he would respect that, although he felt that he would have final approval through his legal rights as supervisor of Shelton State Community College, to make a final decision on that if the Commission chose to break that position into two positions that we would go through the process outlined in the Code section and submit a name to Dr. Rogers for approval if this Commission wanted an Executive Director for the training and standards side. He did ask that we at this meeting report back to him what the decision was, about whether we wanted one position of Executive Director to run the Fire College and training side, or whether we would want that split into two positions.

After much discussion by Commissioners, motion was made by Commissioner Boyd that the Fire College remain as one unit and not be split into two separate entities. Commissioner Peoples seconded and the motion carried unanimously by roll call vote.

After discussion a motion was made by Commissioner Boyd to appoint Jerry Laughlin as Interim Director of the Alabama Fire College until a permanent Director is appointed by this Commission. Dwight Graves seconded.

Commissioner Zaragoza made a motion to amend previous motion to get a permanent Director selected, whether one or three candidates to present to the President of Shelton State for approval in four months. Commissioner Boyd seconded and the motion carried.

## NEW BUSINESS

- I. Jerry Laughlin gave a letter received the day before from Senator Hank Erwin in reference to two firefighters from Montevallo Fire and Rescue Service. Commissioner Zaragoza made a motion that the letter be given to the staff to review and report on their findings at the next regularly scheduled commission meeting. Commissioner Graves seconded and the motion carried.

## **BUSINESS FROM VISITORS**

None reported.


## **BUSINESS FROM COMMISSION MEMBERS**

- I. There was discussion about the AFC Foundation. Commissioner Zaragoza made a motion that legal council be asked to research if a Commissioner can serve on the Foundation Board. Commissioner Peoples seconded and the motion carried.
- II. Commissioner Zaragoza asked Jerry Laughlin to report on research he had done on other fire training agencies in other states as to their training and certification being together or separate. Mr. Laughlin stated his information was taken from the internet sites of the proboard.org or IFSAC.org. in case anyone wanted to look at this.
- III. The next Commission Meeting will be July 19, 2006.
- IV. Commissioner Peoples moved that the Commission Meeting be adjourned. Commissioner Zaragoza seconded and the motion carried unanimously.

Respectfully submitted,



Jerry Laughlin  
Assistant Executive Director



Gail S. Phillips  
Secretary

# **ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION**

## **Called Commission Meeting May 1, 2006**

The meeting was called to order by Chairman Billy Mims at 10:00 a.m. The meeting was held at the Alabama Fire College in Tuscaloosa, Alabama.

Roll call revealed the following members present: David Boyd, Billy Mims, Edward Paulk, Emory Peoples, Richard Sapp, and Butch Zaragoza. Dwight Graves – absent.

Quorum ascertained.

Chairman Mims stated that this meeting was called to discuss replacing legal counsel and regarding operation of Personnel Standards. Chairman Mims read a letter he had received from Charles A. Hardin withdrawing as legal representative for the Commission effective April 20, 2006.

Chairman Mims opened the floor for discussion to obtain legal representation. After discussion, Commissioner Paulk made a motion to formally contact the Attorney General to request representation for the Commission for at least a year, and if that is not possible then to have a search committee standing by to search for an attorney. Commissioner Peoples seconded and the motion carried unanimously.

There was discussion about the operation of the Fire College and Personnel Standards Commission and appointment of an Executive Director. Commissioner Zaragoza reported on meeting held with Dr. Roy Johnson, Chairman Billy Mims, Vice Chairman Richard Sapp and himself.

Commissioner Boyd presented a draft of a letter to the Governor asking for assistance. Commissioner Boyd made a motion to contact the Governor's office for guidance in working out problems between the Commission and Post Secondary Education. Commissioner Zaragoza seconded. Roll call vote was taken: David Boyd – yes; Ed Paulk – no; Emory Peoples – yes; Richard Sapp – no; Butch Zaragoza – yes. Motion carried.

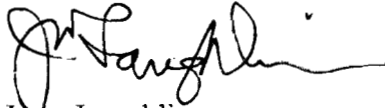
Commissioner Paulk made a motion to notify Post Secondary Education and sometime within the next 30 days set up a meeting to determine the qualifications of the Executive Director for the Alabama Firefighters and Personnel Standards and Education Commission, in order to search for proper party to lead this organization. Commissioner Sapp seconded and a roll call vote was taken. The motion carried unanimously.

Chairman Mims stated he would set up meeting with Post Secondary Education on May 23<sup>rd</sup> if possible at 10:00 a.m. Chairman Mims asked Jerry Laughlin to get qualifications for Executive Director from other states and submit to Commission members.

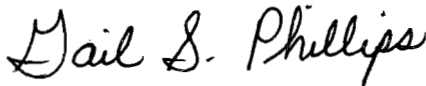
Commissioner Paulk made a motion to adjourn. Commissioner Peoples seconded and the motion carried.

The meeting was adjourned.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jerry Laughlin". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Jerry Laughlin  
Assistant Executive Director

A handwritten signature in black ink, appearing to read "Gail S. Phillips". The signature is cursive, with the first name "Gail" being more prominent and the last name "Phillips" following in a similar style.

Gail S. Phillips  
Secretary

# **ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION**

## **Called Commission Meeting May 23, 2006**

The meeting was called to order by Chairman Billy Mims at 10:00 a.m. The meeting was held at Chancellor Roy Johnson's office in Montgomery, Alabama. Chairman Mims stated that Commissioner Peoples had resigned. The Alabama Firefighters Association has appointed Bill Bulman.

Roll call revealed the following members present: David Boyd, Bill Bulman, Dwight Graves, Billy Mims, Edward Paulk, Richard Sapp, and Butch Zaragoza.

Quorum ascertained.

### **NEW BUSINESS**

Dr. Johnson thanked everyone and spoke several minutes on the need for the work of the commission and the college to be integrated. He is well pleased with leadership that's been provided. The Commission is crystal clear that hiring rests with the commission – Shelton has veto power. It's clear that employees are advantaged by being part of Shelton. Need the commission to identify long term director-between now and April, and to appoint a task force. We need to look at problems, clear cut lines of hiring and firing, and discipline of staff. There needs to be some generic changes in the law - recommend to governor how we might modify the law. Our goal is to have better lines of authority with the budget and personnel. Employees need to be removed from the foundation, if they haven't already. Need an interim plan, a long range plan and a reform plan.

Commissioner Graves stated that the commission will be more responsive than they have been in the past and that the commission will run the Fire College. He feels that a quarterly meeting isn't enough as they want to be more involved.

A discussion followed with all agreeing to meet more often.

Commissioner Zaragoza felt that work over the last month had been tremendous and that the governor's staff had been helpful. Both sides want the fire service to go forward and they don't want to drag this out. We need to resolve the director issue soon. We are the top 2 or 3 fire colleges in the country and we need to get negativism out of the way.

Chancellor Johnson said the law can't be changed until April 2007 and asked the commission their preference for the Interim Director.

Commissioner Graves made a motion that Wayne Murry be Interim Director. Motion was seconded by Commissioner Boyd.

A discussion followed and the motion was amended.

Commissioner Graves made a motion to appoint Wayne Murry as Interim Director with Mr. John Blue as assistant on a part-time basis to advise on budget and education issues.

A roll call vote was taken:

David Boyd – yes  
Bill Bulman - yes  
Dwight Graves – yes  
Ed Paulk – yes  
Richard Sapp – yes  
Butch Zaragoza – yes

Motion carried.

Commissioner Zaragoza stated that he needed more time to go over job description for Executive Director and that Murry would need to interview with President Rick Rogers and then establish a start date and begin to move Mr. Blue back.

Chairman Mims asked if they could meet again in the next 7 – 10 days to put together the job description. After discussion, Tuesday, June 13<sup>th</sup> at 9:00 a.m. at the AFC was decided on.

That meeting will go over the job description and the Task Force to recommend to the governor clearer cut lines of authority. Chancellor Johnson suggested:

Joan Davis – Vice Chancellor or Legal Affairs  
David Stuart – Governor's Staff  
2 or 3 Commissioners

Contracts and staff evaluations were discussed.

## **BUSINESS FROM VISITORS**

None reported.

## **ELECTION OF OFFICERS**

Commissioner Graves nominated David Boyd for Vice Chairman. There being no further nominations. Commissioner Boyd was elected by unanimous vote.

Commissioner Graves nominated Butch Zaragoza for Chairman. There being no further nominations, Commissioner Zaragoza was elected chairman by unanimous vote.

The next Commission Meeting will be June 13, 2006 at the Alabama Fire College.

The motion was made and seconded to adjourn.

# **ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION**

## **Called Commission Meeting June 13, 2006**

The meeting was called to order by Chairman Butch Zaragoza at 9:00 a.m. The meeting was held at the Alabama Fire College in Tuscaloosa, Alabama.

Roll call revealed the following members present: David Boyd, Bill Bulman, Dwight Graves, Billy Mims, Edward Paulk, Richard Sapp, and Butch Zaragoza.

Quorum ascertained.

Chairman Zaragoza stated that in the meeting with Dr. Johnson on May 23<sup>rd</sup>, it was decided to meet today to go over the job qualifications and job description for the new director and also to appoint some people to be on the Task Force, as well as some committee assignments. Chairman Zaragoza recommended that he, David Boyd and Dwight Graves serve on the Task Force. Commissioner Bulman made a motion that the recommendation of the Chairman be accepted. Commissioner Paulk seconded and the motion carried unanimously.

Chairman Zaragoza also stated that a committee would be appointed to look at changing the by laws of the Commission. Chairman Zaragoza asked that Commissioner Paulk chair this committee, and Bill Bulman and Richard Sapp to serve on the By Laws Committee. Commissioner Graves made a motion to accept the Chairman's recommendation for Commissioner Paulk to serve as chairman and for Commissioner Bulman and Commissioner Sapp to serve on the By Laws Committee. Commissioner Boyd seconded and the motion carried unanimously.

Chairman Zaragoza stated that a Budget Committee needed to be appointed to look at the Fire College budget which is due to be submitted on June 16<sup>th</sup>, and that this committee would need to meet today to review the budget since the Commission will not meet again until July. Chairman Zaragoza recommended that David Boyd chair this committee and Bill Bulman and Edward Paulk also serve on the Budget Committee. This Committee will meet today with Wayne Murry and his staff immediately after this meeting concludes to go over the budget. Commissioner Graves made a motion for David Boyd to chair this committee and Bill Bulman and Edward Paulk to serve on committee. Bill Bulman seconded and the motion carried unanimously. Chairman Zaragoza asked if the Commission knew of any other committees needed at this time. He also stated that the committee looking at the By Laws could determine if there should be any additional committees.

Chairman Zaragoza asked the commission to look at the job classifications and job description for the new Executive Director that has been given to each member.

Commissioner Paulk made a motion to accept the job description for the Executive Director as currently published. Commissioner Bulman seconded and the motion carried unanimously.

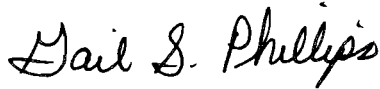
Chairman Zaragoza asked for everyone to look at required qualifications for the Executive Director.

The meeting was adjourned.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Wayne Murray".

Executive Director

A handwritten signature in cursive script, appearing to read "Gail S. Phillips".

Gail S. Phillips  
Secretary

# **ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION**

## **Budget Committee Meeting – June 13, 2006**

At the Called Commission Meeting held June 13, 2006 a Budget Committee was appointed to look at the Fire College Budget. The following members were appointed to this Committee and met immediately following the conclusion of the Called Commission Meeting. The Budget Committee consisted of the following members: Commissioner David Boyd, Chairman; Commissioner Bill Bulman; and Commissioner Edward Paulk.

The meeting was called to order by Chairman David Boyd. The meeting was held at the Alabama Fire College in Tuscaloosa, Alabama.

Roll call revealed the following members present: David Boyd, Bill Bulman, and Ed Paulk. Interim Executive Director Wayne Murry and Alabama Fire College Staff Mike Brackin, Deputy Director of Administration and Teresa Stone, Fiscal Services Officer were also present.

Quorum ascertained.

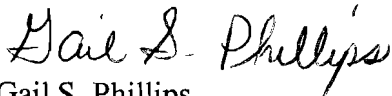
The Budget Committee reviewed the Alabama Fire College Budget for the Fiscal Year 2006-2007 and found the books to be in order.

The meeting was adjourned.

Respectfully submitted,



Wayne Murry  
Interim Executive Director



Gail S. Phillips  
Secretary

# **ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION**

## **Quarterly Meeting – July 19, 2006**

The meeting was called to order by Chairman Butch Zaragoza at 9:00 a.m. The meeting was held at the Alabama Fire College in Tuscaloosa, Alabama.

Roll call revealed the following members present: David Boyd, Bill Bulman, Ralph Cobb, Dwight Graves, Edward Paulk, Richard Sapp, and Butch Zaragoza.

Chairman Zaragoza welcomed visitors. Chairman Zaragoza also welcomed the Commission's new legal counsel, Bryan Breland and new Commissioner Ralph Cobb.

Quorum ascertained.

### **MINUTES**

Commissioner Edward Paulk moved the minutes of the April 19, 2006, Commission meeting, May 1, 2006 Called Commission meeting, May 23, 2006 Called Commission meeting, and June 13, 2006 Called Commission meeting be approved. Commissioner Dwight Graves seconded and the motion carried. Commissioner Ralph Cobb abstained.

### **ELECTION OF OFFICERS**

Chairman Zaragoza announced the election of officers.

Chairman Zaragoza opened the floor for nominations for Vice Chairman. Commissioner Graves nominated David Boyd for Vice Chairman. Commissioner Bulman seconded. There being no further nominations, Commissioner Boyd was elected Vice Chairman by unanimous vote.

Chairman Zaragoza opened the floor for nominations for Chairman. Commissioner Boyd nominated Butch Zaragoza for Chairman. Commissioner Bulman seconded. There being no further nominations, Commissioner Zaragoza was elected Chairman by unanimous vote.

## REPORTS

### I. DIRECTOR'S REPORT

- A. The quarterly activity and training report was given by Wayne Murry, Interim Executive Director. The report includes a recap of certifications issued, a listing of schools in progress as well as a report of resident, field, and EMS courses completed during the quarter ending June 30, 2006.
  
- B. **Volunteer Recertification:** The Fire College staff is proposing to reinstate any volunteer certification that was lost because of training letters verifying required hours of training not being sent. We are proposing that each volunteer department maintain their own records of required 30 hours of training and if proof of training is needed the department can document this training. The Fire College **will not** require a letter to be sent in verifying their training. We also plan to offer more field courses, a lot of them on the weekends, to help the volunteer fire service and the paid if they so desire to take advantage of this training. This proposal will require a policy change. This will have to go through a public hearing as required by the Administrative Procedures Act.  
Any change requires public notice and a public hearing. Certain notice forms must be filed with Alabama Administrative Monthly disclosing proposed rule changes and then these will be published in the Alabama Administrative Monthly. This will have to be submitted before August 20. A public hearing will have to be held in October where the public can address proposed changes. This can be done on October 17, the day before the next Commission Meeting on October 18. At the October 18<sup>th</sup> Commission Meeting date, these changes can be adopted by the Commission with effective date stated, which would be January 5, 2007. The next deadline for submitting material to the Alabama Administrative monthly after the October Commission meeting is November 17. The Alabama Administrative monthly will be published dated November 30<sup>th</sup>, for official notification purposes. Approved rule changes or additions can become effective 35 days after this second public notice in the Alabama Administrative Monthly, which would put the effective date at January 5, 2007.
  
- C. We have received a letter from Mr. Fred McCay, Fire Chief at PEMCO Industrial Fire Department. He has requested the Commission to consider several changes regarding the certification of industrial firefighters.

- D. **Contractual Services:** We have certain contracts for services that were established, which the staff is making the recommendation that these contracts not be renewed for next year. The effected contracts are for legal services and advice, computer services, consulting services, public relation services, building maintenance and consulting and consulting related to activities in the Alabama College System. The contract for legal services and consulting, and the contract for public relation services relating to rural communities and fire departments have been terminated. These people have resigned.
- E. **Fire College Personnel:** All personnel here at the Fire College have the mission of the Fire College in mind. Since I have been here I have had the utmost cooperation. Training by the Fire College has increased tremendously over the years. The staff is proposing to hire three clerical employees and to move one maintenance person from part time to full time.

## **OLD BUSINESS**

- I. Chairman Zaragoza stated at the previous meeting on June 13, the guidelines for the Executive Director's position were drafted. At this meeting we will finalize the qualifications and also come up with a way of getting this information out and getting resumes to review and going through the hiring process.

Commissioner Boyd made a motion to add the statement to the Executive Director Job Description, if an individual has any combination of education and experience demonstrates that the candidate has the knowledge, skills and abilities to perform the essential function of the position. Commissioner Paulk seconded and the motion carried.

## **NEW BUSINESS**

- I. Commissioner Bulman made a motion to accept staff recommendation on volunteer recertification. Dwight Graves seconded and the motion carried.

Commissioner Paulk made a motion to table the request from Mr. Fred McCay, Chief from PEMCO until the October meeting. Commissioner Sapp seconded and the motion carried.

Commissioner Paulk made a motion to accept staff recommendations to renew all contracts that have not given notification of resigning their services.

After discussion among Commissioners and legal counsel, Commissioner Paulk amended his motion to follow recommendation of Executive Director and legal counsel to notify the contractor of no renewal and allow the contracts to expire at the appropriate time of September 30, 2006. Commissioner Bulman seconded and the motion carried unanimously.

Commissioner Cobb made a motion to accept resignation and termination of the two contracts for which the desire to resign had been expressed, effective date requested. Commissioner Graves seconded and the motion carried unanimously.

Commissioner Graves made a motion to hire three new employees and move one from part time to full time. Commissioner Paulk seconded and the motion carried unanimously.

Commissioner Graves stated he appreciated the list of Fire College employees provided to the Commission. Commissioner Graves made a motion for the legal council, Wayne Murry and Mike Brackin to meet and look at three of these contracts, the contracts for Mike Eidson, Malinda Morgan and Jerri Ayers, to determine exactly what they do, and if we are going to keep them. Commissioner Bulman seconded and the motion carried unanimously.

Bryan Breland, Legal Counsel, stated that there is a need to review most of the job descriptions and the contracts. The three employees mentioned need to have their rights established under the fair dismissal act by seeing what applies to them and what doesn't, how much they are working and what their understanding of the job was. Before we move forward and consider what needs to be done, we actually need to consider what has been done in the past and the only way to do that is for them to come in and meet with the Executive Director and Deputy about what their job is.

Chairman Zaragoza stated he would like for legal counsel to review all job descriptions to make sure we have sufficient information in the job descriptions, and ask that in future Commission Meetings, that those job descriptions be brought before the Commission for your approval. We will let staff and legal counsel work on those job descriptions. Legal Counsel is also asked to review contracts.

Commissioner Cobb asked the Interim Executive Director to explain the relationship between Poison Control and the Fire College.

Commissioner Cobb asked what the Davis Publishing Company does in relation to the Fire College.

Interim Executive Director Wayne Murry was asked to research and find out more information pertaining to Poison Control and Davis Publishing Company.

Chairman Zaragoza presented a plaque to Mr. Billy G. Mims, Sr. for his years of service on the Commission. Mr. Mims received a standing ovation.

Karen VanLuvender gave each Commission member a copy of the 2004-2005 audit report and also a copy of Financial Report of the Alabama Fire College. Ms. VanLuvender also presented the Commission with a copy of the Fire College Operating Budget recently submitted to Montgomery. She also reported on a new computer system Shelton State has recently installed and which the Fire College later will have access to this system. The Fire College will be able to go on line and do requisitions, budget transfers and other financial transactions. This system can be accessed for review of Fire College budget proceedings.

Chairman Zaragoza stated that Karen would be giving the Commission a quarterly update on the Fire College budget.

The Budget Committee consisting of David Boyd, Chairman, Ed Paulk, and Bill Bulman met and reviewed the Fire College Budget.

Vice Chairman Boyd made a motion that the budget be approved. Commissioner Bulman seconded and the motion carried unanimously.

The Bylaws Committee consists of Ed Paulk, Chairman, Bill Bulman and Richard Sapp. Commissioner Paulk reported that the bylaws need to be changed to change meeting dates. The committee will be looking into this and will have some recommendations at the next meeting. Legal Counsel will also meet with this committee to go over new Open Meetings Law as it pertains to committee meetings. Each committee needs to notify the Executive Director of committee meetings in order for these to get posted on the Secretary of State website.

## **BUSINESS FROM VISITORS**

Ryan Welty with the State of Alabama Emergency Management Agency, NIMS Coordinator, addressed the Commission on training. He will be contacting the Executive Director.

## **BUSINESS FROM COMMISSION MEMBERS**

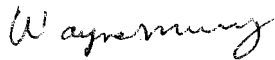
- I. Commissioner Cobb addressed the Commission on some concerns. He would like for the Commission to look into the need for the Fire College to be two branches, one to set the training standards, and one for providing the training to meet those standards. Commissioner Cobb would also like the Commission to look into the paramedic and EMT training crisis around the state, possibly help relieve some of the cost of training. He would also like the Commission to look at reciprocity and also the hours of training for volunteers.

Chairman Zaragoza appointed a committee to work on the standards for training which consisted of Ralph Cobb, Chairman, Bill Bulman and Richard Sapp.

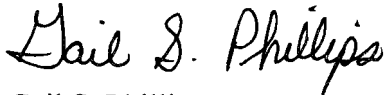
- II. Chairman Zaragoza asked Wayne Murry to report on the change in the law for obtaining a firefighter license tag. The new law does not take effect until December 2006. The chief of each department will have to fill out and sign a form, which Forestry will provide, listing the individuals in his department. The form can be taken to the probate office to get your tag.
- III. Chairman Zaragoza reported on a letter he had received from International Association of Firefighters on some modifications and changes in C-pat. Wayne Murry reported that C-pat is changing due to a complaint to EEOC pertaining to female firefighters taking C-pat. The orientation for C-pat has been changed. They can go twice in eight weeks. Thirty (30) days prior to your actual C-pat test, you have to give those people the opportunity to go thru the C-pat test twice. This is going to be tried for five years. Chairman Zaragoza asked the staff to contact C-pat group and make sure what the guidelines are pertaining to C-pat and get this information out to everyone certified to administer the C-pat test.
- IV. Chairman Zaragoza reminded the Commission of a letter received from Examiners of Public Accounts pertaining to a training session, at the request of the legislative Sunset Committee, to provide information that will raise awareness of the necessity to conduct business according to state law and good administrative practice. The training will be held August 23, from 9 a.m. to 3 p.m. Notify Wayne Murry if you plan to attend in order for him to notify the state.

- V. The next quarterly Commission Meeting will be October 18, 2006, with Public Hearing to be held on October 17, at 2:00 p.m. A called Commission Meeting will be held August 9, 2006 at 9:00 a.m. at the Fire College.
- IV. Commissioner Bulman moved that the Commission Meeting be adjourned. Commissioner Boyd seconded and the motion carried unanimously.

Respectfully submitted,



Wayne Murry  
Interim Executive Director



Gail S. Phillips  
Secretary

# **ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION**

## **Called Commission Meeting August 9, 2006**

The meeting was called to order by Chairman Butch Zaragoza at 9:00 a.m. The meeting was held at the Alabama Fire College in Tuscaloosa, Alabama.

Roll call revealed the following members present: David Boyd, Bill Bulman, Ralph Cobb, Dwight Graves, Edward Paulk, Richard Sapp, and Butch Zaragoza.

Chairman Zaragoza welcomed visitors.

Quorum ascertained.

### **MINUTES**

Chairman Zaragoza asked for approval of minutes of the July 19, 2006 meeting. Commissioner Graves asked for a change of word on page 4 of minutes, 2<sup>nd</sup> paragraph, to change more to move and also to change the spelling of legal council to legal counsel. Commissioner Cobb asked for change on page 6 where it reads ... "one to set the training standards, and one for making sure the standards are met", to read "one to set the standards and one for providing the training to meet those standards".

Commissioner Bulman moved the minutes of the July 19, 2006 meeting be approved as amended. Vice Chairman Boyd seconded and the motion carried.

Chairman Zaragoza reported that the budget was revisited and asked Interim Director, Wayne Murry to discuss the budget. Mr. Murry reported that there was a meeting with State Board of Education concerning reallocation of some funds budgeted. Funds were reallocated from one line item to another in order to do more training out in the field. There was no increase or decrease in the budget. The Budget Committee met yesterday and we will have to send a letter from the Commission to Post Secondary Education.

Vice Chairman Boyd, Chairman of the Budget Committee, made a motion to approve the amended budget as well as send a letter to Post Secondary Education. Commissioner Bulman seconded and the motion carried.

Chairman Zaragoza presented the minutes of the Budget Committee Meeting on August 8, 2006. Commissioner Paulk made a motion the minutes be approved. Vice Chairman Boyd seconded and the motion carried.

Chairman Zaragoza asked for discussion on the Executive Director Job Description presented at the last meeting. Commissioner Graves made a motion to accept the Executive Director Job Description as presented. Commissioner Paulk seconded and the motion carried.

Chairman Zaragoza asked for suggestions for a closing date for the application process and how to post the job description. Commissioner Paulk made a motion for application deadline to be November 30. Commissioner Graves seconded and the motion carried.

Chairman Zaragoza appointed a committee consisting of all Commission members to review applications submitted.

Commissioner Graves made a motion to have a work session in December to review applications submitted for the Executive Director's position and in January to begin interviews. Commissioner Bulman seconded and the motion carried.

Commissioner Graves made a motion to advertise the Executive Director's position in four fire service publications and also follow Post Secondary Education's procedures of advertising vacant positions. Commissioner Paulk seconded and the motion carried.

Commissioner Graves made a motion to amend his previous motion to accept the Executive Director job description to change salary range to \$111,273.00 to \$143,583.00. Commissioner Bulman seconded and the motion carried.

Chairman Zaragoza asked Wayne Murry to bring everyone up to date on C-Pat. Mr. Murry reported on changes being implemented in C-pat. Some of the changes consisted of giving the candidates two orientations eight weeks out from the actual C-Pat test, plus let the candidates go out and do hands-on training with the equipment. Another change is within 30 days of the scheduled test you have to allow the candidates to do two practice tests with the equipment. These changes are part of a 5-year study being done to improve the passing rate of people. IAFF has verified that if a candidate goes through a scheduled practice test and passes, the test counts.

Chairman Zaragoza asked Wayne Murry to go over fire fighter tag law changes. Mr. Murry stated in the past the Fire College had to send a list of all certified career fire fighters in the state to Forestry and Forestry furnished a list of certified volunteer fire fighters. The change consists of the Fire College sending Forestry a list of fire departments, paid and combination every year. Forestry sends a list of volunteer fire departments. The fire chief will sign off on a form for every individual fire fighter in his department and the fire fighter can take this form to the tag office to get his fire fighter tag. A retired fire fighter can go through the same procedure to get a tag. Mr. Murry

stated that there is also a weight limit per vehicle. A fire fighter tag cannot be placed on a vehicle that weighs over 10 thousand pounds. Forestry is going to supply the Fire College with 150 CD's which explain the changes in the law and also has the required form which can be downloaded and printed. The Fire College will be sending these CD's to every paid fire department. A fire fighter can be added at any time during the year to get a fire fighter tag.

Wayne Murry introduced Dr. John Fisher, Director of the Alabama Poison Center, who was asked to report on the history of the Poison Center as it relates to the Fire College and answer any questions from the Commission. Dr. Fisher gave a brief history and summary of the Alabama Poison Center and answered questions from Commission members. (See attached document). After a lengthy discussion Commissioner Paulk made a motion to table the Poison Control discussion until the October 18<sup>th</sup> Commission Meeting, and let legal counsel attend Poison Center Board meeting and obtain more information. Commissioner Bulman seconded and the motion carried.

Chairman Zaragoza asked Wayne Murry to bring the Commission up to date on information he was asked to research regarding Davis Publishing. Mr. Murry stated he had enclosed a copy of contract between Fire Protection Publications and the Alabama Fire College Foundation. He also had tried unsuccessfully to contact gentleman from Oklahoma and received an e-mail this morning which he has not had time to study, but provided a copy to legal counsel to look over. Bryan Breland, legal counsel, explained the Contractual Agreement between Fire Protection Publications and AFC Foundation. As it now stands the AFC Foundation owns the copyrights of Davis Publishing and has been using Fire College employees to develop these Davis Publishing materials.

Commissioner Graves made a motion for legal counsel to look into how we can get information, bylaws information from the Foundation. Vice Chairman Boyd seconded and the motion carried.

Commissioner Cobb made a motion to notify the AFC Foundation that Fire College employees will no longer provide services of developing these publications for them to be able to fulfill the contract with Fire Protection Publications. Commissioner Graves seconded and the motion carried.

Commissioner Bulman asked for it to be made record that the Commission had received a copy of the By-Laws of the AFC Foundation and resignations of four members of the Foundation Board.

#### **OLD BUSINESS:**

None identified.

## **NEW BUSINESS**

- I. Commissioner Paulk reported on looking into the by-laws of the Commission to possibly change the number of meetings held by the Commission. He reported that the Law requires that quarterly meetings be held and also makes provisions for special meetings. The State Law would have to be changed before the by-laws could be changed. Commissioner Paulk recommended that no changes should be made in the by-laws.

## **BUSINESS FROM VISITORS**

None.

## **BUSINESS FROM COMMISSION MEMBERS**

- I. Commissioner Graves reported that he had been approached by a group that has developed Alabama Tactical Operations Support Team. They have asked the Commission to support tactical training for EMT's. These classes teach EMT's ways to deal with certain situations, saving lives. Commissioner Graves would like for the Fire College to look into sponsoring these classes.
- II. Commissioner Cobb stated that he believed that previous legal counsel of this Commission acted outside the premises of his profession and would like to see a motion by this Commission to summarize the activities of previous counsel and report this to the Bar Association. He stated he feels he clearly acted in conflict of interest, he abandoned this Commission at a critical time. He does not feel the Commission was legally bound to pay out the contract of the previous Director and that legal counsel made a recommendation to do so, and he had a conflict of interest.

Commissioner Graves made a motion to draft a letter to the Bar Association to look into actions of previous legal counsel. Commissioner Paulk seconded and the motion carried.

- III. Wayne Murry reminded everyone of the Public Hearing to be held on October 17, 2006, regarding the recertification policy for volunteer fire fighters. We have also set up sessions to be held around the State to give the people a chance to tell us what they need us to do to better meet their training needs. These sessions will begin in September and will be placed on the web site. Any Commissioners that can are welcome to attend.

Chairman Zaragoza asked Commission members to attend these special sessions around the State in their area if possible and also encouraged them to attend Recruit School Graduation and Fall Fire College Week if possible.

- IV. Commissioner Graves stated he would like to commend the staff at the Fire College, thru controversy, thru thick and thin, they have continued to do a great job.
- V. The next Commission Meeting will be October 18, 2006 with the Public Hearing on October 17, 2006
- VI. Commissioner Bulman moved that the Commission Meeting be adjourned. Commissioner Paulk seconded and the motion carried.

The meeting was adjourned.

Respectfully submitted,

Wayne Murry  
Interim Executive Director

Gail S. Phillips  
Secretary

# ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

## Public Hearing October 17, 2006

The meeting was called to order by Chairman Butch Zaragoza at 3:00 p.m. The meeting was held at the Alabama Fire College in Tuscaloosa, Alabama.

Roll call revealed the following members present: David Boyd, Bill Bulman, Ralph Cobb, Dwight Graves, Edward Paulk, Richard Sapp, and Butch Zaragoza.

Quorum ascertained.

Guests were welcomed.

### MINUTES

Chairman Zaragoza stated that the meeting was called to propose a rule change for the volunteer fire fighters.

Interim Director Wayne Murry went over the proposed changes. Volunteer fire fighters have been losing their certification status because the chiefs or training officers, were not sending in the required letter stating that they had thirty hours of training each year. That part of the Policies and Procedures has been taken out. The new policy states:

Upon issuance of a volunteer fire fighter certification, the individual shall maintain thirty (30) hours of training annually and such records shall be maintained internally by the chief or training officer of the fire department for which the individual is a member. The volunteer fire fighter certification expires one (1) year from the date the person leaves the fire service career.

The firefighters that lost their certification due to this, will be re-instated.

Chairman Zaragoza opened up the floor for comments. There were none. The chairman asked the commissioners if they had any comments. The floor was turned over to Mike Brackin, who explained that if this passed at the next commission meeting, the next step would be to submit the APA-3 form before November 17<sup>th</sup> so it can be re-published in the Administrative Monthly. Then January 5, 2007 we will be able to incorporate that law.

Chairman Zaragoza adjourned the meeting.

Respectfully submitted,



Wayne Murry

Interim Executive Director



Melony L. Carroll  
Secretary

# ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

## Quarterly Commission Meeting October 18, 2006

The meeting was called to order by Chairman Butch Zaragoza at 9:00 a.m. The meeting was held at the Alabama Fire College in Tuscaloosa, Alabama.

Roll call revealed the following members present: David Boyd, Ralph Cobb, Dwight Graves, Edward Paulk, Richard Sapp, and Butch Zaragoza. Bill Bulman was absent.

Chairman Zaragoza asked the guests to introduce themselves.

Quorum ascertained.

### MINUTES

Chairman Zaragoza asked for approval of the August 9, 2006 minutes. The motion was made and seconded and the motion carried.

### Directors Report:

- A. **Certifications:** Interim Director Murry reported the Fire College certification numbers are up from last year.
- B. **Davis Publishing:** The original contract was between Oklahoma State University and the Alabama Fire College Foundation. At the present time we are not producing any student guides or publications therefore we would like to cancel the existing contract. Chairman Zaragoza asked Wayne Murry to draft a letter to dissolve the contract. Interim Director Murry announced that the Fire College would be getting the bookstore back on our campus from Shelton State Community College, and hopes to be operational by spring 2007. President Rick Rogers has given his full support. A meeting has been scheduled in two weeks with a representative from Shelton State.
- C. **CPAT:** All CPAT Test sites have furnished information concerning pass/fail statistics.
- D. **Alabama Child Labor Law:** Concern raised over fatality of 17 year old in north Alabama. Code of Alabama, Section 25-8-43 states that no person under 18 years of age shall be employed or permitted to work in various occupations, positions or places. The issue is raised if a minor can be in a support role for a fire department or as a first responder. Chairman Zaragoza requested that we get the National Organizations stance on this subject.

- E. **Chief Fred McCay, PEMCO:** All certified employees, rather volunteer or FF I, may attend any classes offered and PEMCO may also host any courses at their location.
- F. **Poison Center:** Dr. Fisher requested that the commission give approval for Poison Center to go through the postsecondary process to hire 2 new employees to fill 2 vacancies. Discussion revealed that the nurses had already been hired. There is not enough available funds in the Poison Center budget to cover the extra expense of 2 full time employees. Dr. Fisher said he is currently paying them with federal grant money. Several commissioners expressed concern that we cannot offer employment without funds available and that we need to go through the postsecondary process when hiring anyone.

Commissioner Graves made a motion to go into Executive Session and it was seconded. Discussion followed and the motion was changed to go into Executive Session at the end of the meeting since more business needed to be discussed. The motion carried.

Jaysa Stewart of the Poison Center requested to be at the Executive Session meeting. Chairman Zaragoza asked that she gather documentation of their board meetings and their federal grant application.

After a short recess the meeting reconvened.

## **OLD BUSINESS**

Chairman Zaragoza announced the results of the Public Hearing from October 17<sup>th</sup>, 2006. Certification expiration of Volunteer Fire Fighters is the subject of the proposed change in the law. "Upon issuance of a volunteer fire fighter certification, the individual shall maintain thirty (30) hours of training annually and such records shall be maintained internally by the chief or training officer of the fire department for which the individual is a member. The volunteer fire fighter certification expires one (1) year from the date the person leaves the fire service career. Rescinded Re-certification requirements of Volunteer Fire Fighter on January 5, 2007." Chairman Zaragoza informed the audience that there was no opposition at the Public Hearing.

Commissioner Graves made a motion to accept the volunteer certification changes and Vice-Chairman Boyd seconded. The motion carried.

## **Commission Report:**

Commissioner Cobb explained there is great interest in forming a bridge program between the Volunteer Certification and the FF I Certification programs.

Commissioner Cobb made a motion to charge the AFC staff to come up with a bridge program and the motion was seconded by Vice Chairman Boyd. The motion carried.

## **NEW BUSINESS**

Chairman Zaragoza requested an informal weekly report from the director to keep the commissioners up-to-date on the issues that are going on at the Fire College to be turned in on Mondays.

Chairman Zaragoza requested a committee be formed to review the EMS program here at the Fire College.

David Boyd – Chair

Dwight Graves

Ralph Cobb

Commissioner Cobb requested to be brought up-to-date on Dr. Bobo and his status. Wayne Murry reported that Dr. Bobo received a letter last week that he will no longer be employed at the Fire College effective November 1, 2006.

Commissioner Graves would like for the Fire College attorney, to help the Fire College to be compliant with postsecondary practices. Also, that the Fire College staff would consult with the attorney concerning any personnel issues, as well.

Commissioner Graves made a motion that all personnel issues go through our attorney to make sure that we are compliant with postsecondary policies. Commissioner Cobb seconded and the motion carried.

Commissioner Cobb made a motion that Mike Brackin's position not be filled until the permanent Executive Director is hired. Commissioner Graves seconded. Motion carried.

## **BUSINESS FROM VISITORS**

Attorney Brian Breland received a letter from Delilah Evans requesting reinstatement. She would like the records and minutes from an Executive Session from 1991 and has asked the Commission to consider her request.

Commissioner Cobb made a motion to deny Ms. Evans' request for records and minutes. Commissioner Graves seconded. After discussion, motion was amended to allow attorney to contact her. Motion carried.

Commissioner Graves brought up the issue of the ladder truck. The State Board feels it was bad spending and bad use of trust funds. Wayne Murry said the truck is used for training and has been used for 35 of our classes. Chairman Zaragoza said that we had approval to purchase it from the Shelton State bid process.

## **EXECUTIVE SESSION 10:15 a.m.**

### **Meeting Resumed at 11:25 a.m.**

Commissioner Graves summarized the Poison Center issue and expressed concern that the Commission has no control over the activities of the center and how they spend their budget.

Commissioner Cobb made a motion that the Alabama Fire College terminate our relationship with the Alabama Poison Center effective January 31, 2007 and that they are to vacate the building by April 30, 2007. Motion was seconded and a roll call vote was taken:

David Boyd – yes  
Ralph Cobb – yes  
Dwight Graves – yes  
Edward Paulk – yes  
Richard Sapp - yes

The next Quarterly Commission Meeting will be January 17, 2007 at the Alabama Fire College.

After discussion, Chairman Zaragoza set the Special Called Meeting for December 13, 2006, at 9:00 a.m. at the Alabama Fire College. The purpose is to review applications for the Executive Director. The application deadline is November 30, 2006 and after that time all applications will be copied and mailed to each commissioner to be able to review before the December 13<sup>th</sup> meeting.

Commissioner Sapp moved to adjourn the Commission Meeting. Commissioner Cobb seconded it and the motion carried.

Respectfully submitted,



Wayne Murry  
Interim Executive Director



Melony L. Carroll  
Secretary

# **ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION**

## **Special Called Meeting December 13, 2006**

The meeting was called to order by Chairman Butch Zaragoza at 9:00 a.m. The meeting was held at the Alabama Fire College in Tuscaloosa, Alabama.

Roll call revealed the following members present: David Boyd, Bill Bulman, Ralph Cobb, Dwight Graves, Edward Paulk, Richard Sapp, and Butch Zaragoza.

Quorum ascertained.

### **VISITORS**

Bryan Breland, Stan Odom, Bill Warren, Roger Wyatt, Jimmy Conner

Chairman Zaragoza explained the purpose of the Special Called Meeting: to review the resumes for the Executive Director position. Thirty four resumes were mailed to each commissioner and they have been asked to narrow it down to fifteen or less.

### **MINUTES**

Interim Director Wayne Murry, excused himself from the meeting as he is a candidate for the position.

Chairman Zaragoza suggested that they narrow the applications down to ten, and that they choose five to interview.

Commissioner Sapp made a motion to go into Executive Session and it was seconded by Commissioner Paulk.

Mr. Breland explained the legal procedure for executive session. General discussion regarding their qualifications can not be discussed, only their character and reputation. The Open Meeting Act requires that qualifications be discussed openly.

Chairman Zaragoza called for a roll call vote.

Motion to go into Executive Session carried unanimously.

### **EXECUTIVE SESSION 9:10 a.m.**

### **Meeting Resumed at 10:38 a.m.**

Chairman Zaragoza re-opened the meeting.

Commissioner Paulk made a motion to select five (5) to interview and to select two (2) alternates in the event that some of the five will not choose to come for an interview. The motion was seconded by Commissioner Graves.

Roll call was taken and the motion carried unanimously. (Commissioner Bulman was out of the room when the roll was taken).

Chairman Zaragoza opened the floor for nominations for the Executive Director position. Commissioner Boyd nominated Wayne Murry. Commissioner Paulk seconded.

Roll call was taken and the motion carried unanimously.

Commissioner Sapp nominated Allan Rice. Commissioner Graves seconded.

Roll call was taken and the motion carried unanimously.

Commissioner Cobb nominated Cortez Lawrence. Commissioner Paulk seconded.

Roll call was taken and the motion carried unanimously.

Commissioner Paulk nominated D. Craig Brown. Commissioner Cobb seconded.

Roll call was taken and the motion carried unanimously.

Commissioner Graves nominated Jeffrey Huber. Commissioner Boyd seconded.

Roll call was taken and the motion carried unanimously.

Commissioner Sapp nominated Wilmer Dane for the first alternate. Commissioner Boyd seconded.

Roll call vote was taken.

Boyd – Yes

Bulman – Yes

Cobb – No

Graves – No

Paulk – Yes

Sapp – Yes

Motion carried.

Commissioner Cobb nominated James Straseske for second alternate. Commissioner Graves seconded.

Roll call vote was taken.

Boyd – No

Bulman – No

Cobb – Yes

Graves – No

Paulk – No

Sapp – No

Motion failed.

Commissioner Graves nominated Byron Johnson for second alternate. Commissioner Bulman seconded.

Roll call vote was taken.

Boyd – No

Bulman – No

Cobb – No

Graves – Yes

Paulk – No  
Sapp – No  
Motion failed.

Commissioner Cobb nominated Roger Melchior for second alternate. Commissioner Paulk seconded.

Roll call vote was taken. Motion carried unanimously.

Commissioner Paulk made a motion to close the nominations. Commissioner Boyd seconded.

Roll call vote was taken. Motion carried unanimously.

Chairman Zaragoza asked that the top five candidates and the alternates be read aloud.

Wayne Murry  
Allan Rice  
Cortez Lawrence  
D.Craig Brown  
Jeffrey Huber  
Wilmer Dane and Roger Melchior as the alternates.

The commissioners discussed sending letters to the candidates that were not selected. It was decided to wait and send them after the interviews were conducted.

Commissioner Bulman made a motion to conduct the interviews on January 11<sup>th</sup> and 12<sup>th</sup>, 2007. Commissioner Paulk seconded.

Roll call vote was taken. Motion carried unanimously.

After discussion it was determined that each commissioner will send a list of questions to Mr. Breland and that he will compile the interview questions. Each candidate will be asked the same questions and there will be opportunity for follow up questions, based on the answers received.

Commissioner Graves made a motion to follow the postsecondary guidelines to determine if travel expenses will be paid by the Fire College. Commissioner Paulk seconded.

Roll call vote was taken. Motion carried unanimously.

Mr. Breland will check into the postsecondary policy and notify the commission.

Commissioner Graves made a motion for the Chairman to verify the references for the seven (7) candidates. Commissioner Paulk seconded.

Roll call vote was taken. Motion carried unanimously.

Breland said that the same Open Meeting Act applies to the interview process. No one can ask about a candidate's character or reputation unless they go into Executive Session.

Chairman Zaragoza said that the interviews would be open to the public.

Chairman Zaragoza said that Melony would draft a letter with the Chairman's signature, to send to those selected to interview.

Commissioner Cobb stated that the Fire College would also be interviewed by the candidates and that we needed to show them the facilities and answer any questions they may have.

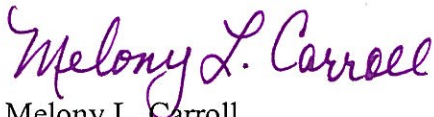
Commissioner Graves suggested that Jerry Laughlin give each candidate a tour of the facility.

Commissioner Graves made a motion to adjourn the meeting. Commissioner Sapp seconded and the motion carried.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Wayne Murry".

Wayne Murry  
Interim Executive Director

A handwritten signature in purple ink, appearing to read "Melony L. Carroll".

Melony L. Carroll  
Secretary