

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Special Called Commission Meeting January 6, 2009

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, Dale Wyatt, and Butch Zaragoza.

Quorum ascertained.

VISITORS

Mark Boardman – Attorney
Jimmy Conner, Wayne Murry, Julie Coffman

PURPOSE OF SPECIAL CALLED MEETING

Chairman Zaragoza announced the mileage rate decrease to 55 cents per mile. He also referred to a letter from Governor Riley pertaining to additional training for the volunteer firefighters. Zaragoza said that it would be up to the volunteer associations to move forward. Commissioner Paulk said that the volunteer association has gone to the Legislative Reference Service and has prepared a bill to be considered by the legislature that would require 80 hours of training – Firemanship I and II.

Chairman Zaragoza stated that he had received a letter regarding concerns over contract and hiring policies. He asked Executive Director Rice to go over the guidelines and policies and procedures for the hiring process. Attorney Mark Boardman, a licensed lawyer in the State of Alabama, was asked by the Chairman to sit in the meeting to be available to answer any questions the Commission may have.

The Commission received several documents that Executive Director Rice submitted for clarification of the hiring process. The Uniform Guidelines Policy from postsecondary has been used to fill all jobs, including some cases in which certain steps were included that exceeded the requirements. Rice went step by step through the hiring process. He explained the two types of contracts; tenure and non-tenure. All contracts are templates. They are all written the same except for name, social security number, job title and salary. All adjunct instructors are part time employees of the Fire College rather than independent contractors. They are all paid hourly, from a standard scale, based on their duties. We have a few personal services contracts. The medical director for EMS, Dr. Vickers, is on a one year contract. We use some companies via contract on a routine basis: Crabtree Computer Consultants; TekLinks; Ms. Black and Ms. McNair with their

LLCs. We used a company under short-term contract to design and oversee installation of the card access system.

Rice gave out the postsecondary salary schedules. He explained his process for determining individual salaries. The D-1 Schedule for instructional personnel was used to determine the salary for some positions, but they would not accrue leave time. Therefore they were put on the C Schedule, but the D-1 Schedule was the schedule used to determine the salary. The steps are determined by years of service based on experience in public education, or by certification date for firefighters. Support personnel are on the E Salary Schedule. Directors, managers, coordinators and support personnel are all on the same salary schedule for their respective positions, with their steps being determined by years of service and/or education. Rice stated that the salary expenditures have not doubled as has been stated. The first six positions that were filled were all funded by the cancellation of fraudulent contracts. No full time position has been created or funded without the approval of the Commission. Rice addressed the fact that no concerns had been raised related to hiring, compensation or fiscal matters during his tenure until after a personnel action had been initiated against an employee who has since left the Fire College.

The Commission agreed to review the job descriptions for Fire College employees.

Rice said that the Fire College will support the volunteers in their pursuit of mandated minimum training and will update the Firemanship I and II curriculum.

Chairman Zaragoza said that Wayne Echols is interested in being the Fire College lobbyist and will attend the January 21, 2009 Commission meeting.

Zaragoza will put a committee together to review the policies and procedures of the organization.

Attorney Boardman explained that all emails are public record and no decisions can be made in emails, which would violate the Open Meetings Act.

Commissioner Cobb left the meeting for a prior engagement.

A motion was made by Commissioner Bulman to go into Executive Session. It was seconded by Commissioner Wyatt. The motion carried unanimously.

Upon certification by Attorney Mark Boardman, the commission moved into an executive session to discuss controversies which are imminently likely to result in litigation, depending on various elements, including the actions to be taken by the Commission.

The meeting reconvened and Zaragoza stated that no action was taken during the Executive Session.

Commissioner Bulman asked if Attorney Boardman will be at the Quarterly Commission Meeting on January 21st.

Commissioner Paulk made a motion for Boardman to return January 21, 2009 for the Quarterly Meeting. It was seconded by Commissioner Bulman. The motion carried unanimously.

Commissioner Bulman made a motion to adjourn and it was seconded. The motion carried unanimously.

Respectfully submitted,



Allan Rice
Executive Director



Melony L. Carroll
Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Quarterly Commission Meeting January 21, 2009

The meeting was called to order by Vice-Chairman David Boyd 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 and Dale Wyatt.
Quorum ascertained.

VISITORS

Jimmy Conner, Wayne Murry, Tim Blakemore, John Wiggins, Stephen Dean, Phillip Underwood, Donnie West, Tim Bailey, Michael Weston, Lee Rumbley, Julie Coffman and Mark Boardman

MINUTES

Commissioner Bulman made a motion to approve the minutes of October 15, 2008, November 22, 2008 and January 6, 2009. It was seconded by Commissioner Wyatt. The motion carried unanimously.

Director's Report:

- A. A comparison of this past 4th quarter with last years 4th quarter, shows we are about 85 students to the good over last year.
- B. **Outside Boards and Committees**

As required by the executive director's contract, the Commission will approve all outside boards and committees of the director.

Commissioner Paulk made a motion to approve Director Rice to serve on the UAB CLEAR Grant Advisory Committee, the Jefferson State Fire Science Advisory Committee, the Alabama Joint Fire Council as the AFC representative and the Green Valley Baptist Church preschool committee. The motion was seconded by Commissioner Graves.

Bulman – Yes

Cobb – Yes

Graves – Yes

Paulk – Yes

Wyatt – Abstain

Motion Carried.

C. Resolution for Chief Bradley’s Retirement

Commissioner Bulman made a motion to accept the resolution for Chief Bradley’s retirement. It was seconded by Commissioner Wyatt. The motion carried unanimously.

Commissioner Paulk made a motion to empower the director to represent the Commission in recognizing future retired fire chiefs. It was seconded by Commissioner Wyatt. The motion carried unanimously.

D. Michael Burgess – Transfer from Part-Time to Full-Time

Rice said that the Facilities Manager has requested an additional full-time custodian. Mr. Burgess currently works in the evening and has shown impeccable work. He will continue to work evenings and even some weekends. The funds are available with the current budget due to the elimination of the Public Educator’s position.

Commissioner Paulk made a motion to approve the transfer of the part-time employee to full-time status. Commissioner Wyatt seconded it. The motion carried unanimously.

E. Reallocation of Services

Rice explained the plan to establish a north, central and south service region in the state. The existing Fire Service Development personnel and the proctor/monitors will be led by a Regional Director. One will cover the north and one will cover the south areas of the state. This will be no cost due to redistribution of responsibilities and this will improve our service throughout the state. We could purchase two new vehicles or let them use the vehicles we have on campus. We already have the furniture and IT equipment that can go with them.

F. Americans With Disabilities Act (ADA) Instructional and Testing Issues

Interim General Counsel Mark Boardman explained the issues facing the Fire College. There are two components here: The Commission educates and the Commission certifies. Different rules apply to each.

The Americans with Disabilities Act (ADA) and section 504 of the Rehabilitation Act of 1973 require that an otherwise qualified handicapped individual must be provided with meaningful access to the benefits offered by a recipient of federal funds. To assure meaningful access, reasonable accommodations may be made. Neither the ADA or Section 504 require a fundamental alteration in funding a recipient’s programs to accommodate a disabled individual. Neither act requires an entity to allow a disabled individual to participate in or benefit from the services, facilities, privileges, advantages of such entity where the individual poses a direct threat to the health and safety of others, or himself. Legitimate physical or

mental qualifications may be essential to participate in certain programs. The U.S. Supreme Court has rejected the proposition that a disabled individual must be accommodated if he or she can perform some, but not all, requirements of the job.

Boardman recommended the Commission decide on and establish a list of “Essential Functions for a Firefighter” for certification purposes.

Vice-Chairman Boyd asked that the AFC staff get with appropriate subject matter experts and put a policy together and send to Boardman for his review.

OLD BUSINESS

There was none.

NEW BUSINESS

A Policy and Procedures Review Committee has been formed. Vice-Chair Boyd has asked Commissioner Paulk to chair the committee along with Commissioners Graves and Cobb.

Commissioner Cobb would like the Finance Committee to review the vouchers for all fire college expenditures. Rice said that an APECS report can be sent to the Commission via email. Commissioner Bulman requested the Finance Committee meet the day before the Quarterly Commission Meeting. Rice said that the Finance Committee meeting would be put on the agenda as a standing item.

Commissioner Bulman asked for an update on Crabtree and the issues regarding on-line registration. Rice said that the individuals that were not charged with the on-line registrations and book orders are being resolved. We have processed about \$45,000.00 of those charges and are working on the last \$15,000.00. The new website will have real time e-commerce and the charge will be secured.

Commissioner Graves has met with Dr. Wayne Echols and feels he will be an asset in helping us in our plan to separate with postsecondary. A contract will cost \$5,000.00 a month for four months to cover the legislative session. Rice said that the administration budget covers this cost. Rice said that Echols would contact the Commission Chairman with policy issues and questions and that he would probably contact Rice with technical issues. Commissioner Paulk stated that Echols would also act as a governmental affairs resource and help with strategic planning.

Commissioner Bulman made a motion to execute a contract with Dr. Echols to assist with legislation. Commissioner Graves seconded it. The motion carried unanimously.

Commissioner Cobb made a motion to negotiate a contract with Dr. Echols for the purpose of strategic planning. Commissioner Bulman seconded. The motion carried unanimously.

BUSINESS FROM VISITORS

Chief Steve Dean of Mobile, asked about the success of the self-sponsored students. Director Conner said that the pass rate is high if they finish the course. Commissioner Paulk suggested that the statistical information be sent to Chief Dean. Rice stated that it is possible that the self-sponsored program be released to approved training sites with successful Firefighter I programs hopefully by the end of 2009. Chief Dean also asked about reciprocity. Rice explained that the fire chief can request it.

Phillip Underwood from Center Point, requested that the certification information on the website also include the non-certification courses that the student receives.

Lee Rumbley asked the Commission to review his request for challenging the FF I exam for re-certification. Rice explained his assessment with the AFC staff and their conclusion that Mr. Rumbley would have to re-train based on current law. Mr. Rumbley asked for individual consideration and the Commission agreed to revisit the issue at a later date.

BUSINESS FROM COMMISSIONERS

Commissioner Bulman made a motion to continue retainer with Mark Boardman as interim attorney for the Commission. It was seconded by Commissioner Paulk. The motion carried. (Commissioner Wyatt was not present at time of vote.)

Next Quarterly Commission Meeting will be April 15, 2009 at the Alabama Fire College.

Commissioner Wyatt made a motion to adjourn the meeting. Commissioner Bulman seconded it and the motion carried.

Meeting adjourned.

Respectfully submitted,



Allan Rice
Executive Director



Melony L. Carroll
Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Finance Committee Meeting
April 14, 2009
3:00 p.m.

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

The following members were present: David Boyd, Bill Bulman and Ed Paulk. Also present; Teresa Stone and Allan Rice.

Meeting Minutes

Executive Director Rice said that it was determined at the last Quarterly Commission Meeting that we would conduct a finance meeting the day prior to each Quarterly Commission Meeting. This is our first regular Quarterly Finance Committee meeting. No action is requested at this time. This is a mid-year update to review accounts and expenditures.

Normally requisitions sent to Shelton State were stopped in August so that all of the purchase orders would be filled and paid for during that fiscal year. We were told from Shelton that whatever was requisitioned for the fiscal year would come out of the fiscal budget even if it's invoiced and delivered the next fiscal year. We had several expenditures that ran into the next fiscal year. Shelton brought in a business office consultant and he said that can't be done, so the money that was budgeted for last fiscal year but wasn't spent, all went into reserves. When the items were received and invoiced and the PO's closed out it was charged against this year's budget. Because of proration this year's budget is even tighter, so the decision was made to leave the money in reserves and make expenditures from the appropriate line items knowing that some of these line items will go over. We will do a series of budget transfers as needed.

An accountant will be contracted by Shelton State that will handle all of the Fire College accounts. We will meet with them after April 15th to determine our needs. Hopefully the accountant will start by May 1st. The Fire College website has our full budget disclosure posted. It's listed under "About AFC" go to the link "Financial Disclosure".

Respectfully submitted,



David Boyd, Chairman



Melony L. Carroll, Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Quarterly Commission Meeting April 15, 2009

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, Edward Paulk and Dale Wyatt. Quorum ascertained.

VISITORS

Jimmy Conner, Wayne Murry, Patrick Draper, Stephen Dean, Julie Coffman, Kevin O'Connell, Fred Pechota, Geoff Burston, Kevin Pate and Mark Boardman.

MINUTES

Commissioner Bulman made a motion to approve the minutes of January 21, 2009. It was seconded by Commissioner Boyd. The motion carried unanimously.

Director's Report:

- A. Executive Director Rice explained the Train-the-Trainer for Autism Awareness for First Responder program that was conducted by Bill Canata at the Fire Chief's Conference. The goal is to take this training statewide. The actual training hours are up from last year. Director Wayne Murry gave his director report for the North Region. He indicated that training is up in his region. Now the field has direct contact with the field director and can get their questions answered. This will benefit the Fire College in the long term. Director Jimmy Conner of the South Region gave his report. They have been to several county meeting and have several courses scheduled. An office is being set up in Wetumpka to help accommodate the needs. These regional offices are helping people to get in touch with the right people to get the courses lined up. Rice filled in the Central Region report as Director David Thornburg was handling a Line of Duty Death (LoDD) case and was not in attendance. We have representatives in all three regions that are trained in the LoDD process to assist the local departments. Town Hall Meetings are being scheduled in each region. We will cover pertinent topics for recruit schools and instructor updates for the career and volunteer departments. These meetings will be posted on the Fire College website. On March 12th, we hosted a Grant Writing video conference on campus and were able to telecast to nine locations statewide and have had good responses to that. We continue to have a dialogue with the Greater Alabama Council of Fire Explorers about our desire to implement pre-certification training in the high school, allied health, or public safety setting, to accommodate their desire for early entry into the fire service.

B. Introduction of ProBoard Site Visit Team

Rice introduced the Commission members to the site team. He asked Director Julie Coffman to explain the process for accreditation from ProBoard and to introduce the team. Coffman said a self-study document is started a year in advance and the application is submitted in December. This is a huge project and is a group effort to certify the 6,158 students last year. All of the criteria and self-study documents are being reviewed. The team interviews all of those that are involved; security on the database, who has access to files on the server, watched a test being packed and unpacked and records storage. Kevin O'Connell, Fred Pechota and Geoff Burston are the ProBoard Site Visit Team. Coffman stated that the AFC wants to meet the requirements and even exceed the expectations. Rice named the Curriculum/Certification team that have labored extremely hard; Larry Jarvis, Kim Davis, Fred McCay, Pam Gant, Heather Houston and several other AFC staff members. We will be reviewed every five years.

C. ADA Policy Recommendation

Interim General Counsel Mark Boardman said the proposed policy uses three Federal statutes: the Americans with Disability Act (ADA), the Rehabilitation Act of 1973 and the Individuals with Disabilities Education Act (IDEA).

Commissioner Bulman made a motion to approve the ADA Policy. It was seconded by Commissioner Wyatt. Motion carried unanimously.

D. CPAT

Rice said that communication between the Wellness Fitness Initiative and the Equal Employment Opportunity Commission (EEOC) and has brought this issue to the forefront due to a complaint they've received. The Fire College is a limited license holder (we are not an employing agency). Fire Departments are full license holders. We are one of only three states that mandate CPAT. The program was intended more for the departments as full license holders. It was determined that self-sponsored students would also be able to test. A \$5000.00 annual fee will be assessed to our institution because of our limited license, not the individual fire departments throughout the state.

Rice asked the Commission:

1. Does the Commission wish to continue to require a physical fitness evaluation process as a statewide pre-requisite to firefighter training?
2. If yes, is CPAT the test you want to stick with?

Currently we charge \$25.00 per student and that fee will probably need to be increased. Much discussion followed. Chairman Zaragoza formed a committee to open dialogue with IFF to review the AFC as a fire entity rather than a commercial entity. Committee members include:

Commissioner Wyatt, Commissioner Boyd and Executive Director Rice. This committee will report back to the Commission at the July Quarterly Commission Meeting.

E. Legislative Update

Chairman Zaragoza said that Dr. Wayne Echols is in Montgomery continuing to encourage passage of our bill. He has been there every day working for the Fire College. Rice said that the bill has passed out of the Appropriations Committee. We may get it posted on the Special Order Calendar.

F. Financial Report (added by Chairman Zaragoza)

Commissioner Boyd said that we are on target with our financial budget. The full financial disclosure is posted on the AFC website.

OLD BUSINESS

Lee Rumbley's request for recertification.

Commissioner Bulman made a motion to deny Mr. Rumbley's request for recertification. It was seconded by Commissioner Cobb. The motion carried unanimously.

Chairman Zaragoza brought up the issue of the need for a permanent Commission Counsel.

Commissioner Paulk made a motion to offer Mark Boardman the position of Commission Counsel as long as the payment requirements are in agreement with the Attorney General. Commissioner Wyatt seconded it. The motion carried unanimously.

Commissioner Cobb requested information pertaining to the Fire College strategic plan. Rice said that each Director and Program Manager has submitted their short term plans and those have been consolidated in a draft format. In July we will bring in Dr. Echols and the Commission to merge all ideas into a formal strategic plan.

NEW BUSINESS

The Policy and Procedures Review Committee met January 30, 2009. The Committee consists of Commissioner Paulk, Commissioner Cobb and Commissioner Graves. They discussed personnel policies and education and experience requirements for jobs including salary ranges. Years of service must be counted for those employees in the education system and Rice said he wants to treat the years of career or certified volunteer service the same way. Commissioner Paulk asked Rice to put the suggested language together for submission to the Committee. Rice said that he would also include some recommended changes from Counsel Mark Boardman.

BUSINESS FROM COMMISSIONERS

Commissioner Bulman brought up the issue of the Volunteer Firefighter's 30 hours of required training. Chairman Zaragoza asked for the staff to review the status and determine if the Commission needs to make any changes to the existing policy.

Next Quarterly Commission Meeting will be July 15, 2009 at the Alabama Fire College.

Commissioner Bulman made a motion to adjourn the meeting. Commissioner Boyd seconded it and the motion carried.

Meeting adjourned.

The Commission briefly reconvened to hear Counsel Boardman's information regarding email distribution of Commission documents.

Meeting adjourned.

Respectfully submitted,



Allan Rice
Executive Director



Melony L. Carroll
Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Finance Committee Meeting

June 26, 2009

9:00 a.m.

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

The following members were present: David Boyd, Bill Bulman and Ed Paulk. Also present; Teresa Stone and Allan Rice.

Meeting Minutes

All Committee members were given the preliminary 09-10 Budget. Executive Director Rice said that Shelton State Community College has also been given this budget awaiting approval from the Committee. Any changes or amendments that the Committee makes will be incorporated and sent to Shelton to be passed on to Postsecondary.

Rice said that we had planned for 10% proration but it is actually 9.5%. We have increased revenue projections for next year. We have moved some staff salaries to be taken out of the appropriate divisions. Only Rice and the Executive Assistant are taken out of the Administrative budget. We are spending the same amount of money and we have the same number of employees. The salary expenditures in the budget now match the organizational chart. The hiring freeze only affected General Funding not the Educational Trust Fund. We have one position that we have not filled in Curriculum and this budget allows us to fill that position. It's not creating a new position; it's filling an open position. We also have a number of clerical aides and we are proposing to combine a couple of those part time positions and bring on one of those as a full time employee. There will be a reduction of hours for the remaining clerical aides. Several of the aides are students and it would bring stability to the position to have a full time person staffing the phone in the bookstore.

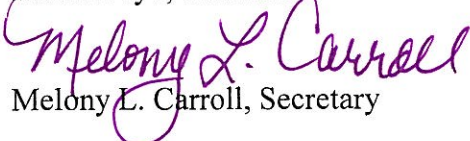
There is an increase of the In-State and Out-of-State travel budget due to the Regional employees and the DoD instructors. We have upgraded our IT and phone service. Our building needs maintenance including new AC units. We worked out an arrangement with Shelton that will slightly increase our Fiscal Service Agreement payment but we will have complete access to their Blackboard. We will be able to teach several courses and even conduct testing with this capability.

Commissioner Paulk made a motion to accept the 09-10 Budget. It was seconded by Commissioner Boyd and the motion carried unanimously.

Respectfully submitted,



David Boyd, Chairman



Melony L. Carroll, Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Quarterly Commission Meeting July 15, 2009

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, Dale Wyatt and Butch Zaragoza. Quorum ascertained.

VISITORS

Patrick Draper, Scott McCary, Donna Love and Mark Boardman.

Chairman Zaragoza congratulated Commissioner Graves on his re-appointment from Governor Riley to serve on the Commission another four years.

Verbatim minutes were requested at the October 21, 2009 Commission Meeting:

Zaragoza: First, before we get into the agenda itself, I want to congratulate Commissioner Graves for being reappointed by the governor. We got a letter dated June the 30th where the governor reappointed Dwight and we're glad to have you back on board.

Graves: Thanks. Just a few days outside sync. Apologies were made from the governor about delaying that. He said he'd been on time all this year up until now. I said this is a good place to start just as long as I heard good news. Glad to be back.

Zaragoza: And as you are aware I think in our change in policy in the past we used to go back through the election of the Chair and Vice-Chair. We did change that policy now and we don't do that except at the annual, at the October meeting. Is that correct?

Unintelligible affirmative response

Wyatt: Yea!

[These statements were later determined to be based upon the proposed changes to the election procedures that were included in legislation introduced during the last regular legislative session. Because this legislation did not pass, current statutory requirements for elections still apply.]

MINUTES

Commissioner Paulk made a motion to approve the minutes of April 14, 2009 and April 15, 2009. It was seconded by Commissioner Graves. The motion carried unanimously.

Director's Report:

- A. Executive Director Rice said that the Kidde Mobile Fire Training Simulator has been received. He invited the Commissioners to look at it after the meeting. The restitution from Kay Umphrey (approximately \$160,000) should be routed to the Fire College within the month. Rice

proposed that the majority of this money be used to towards the mobile simulator and the remaining money to be used for another tow vehicle. We continue in our negotiations with Shelton State Foundation to recover funds of the Fire College. Shelton State has contracted an accountant full time for the financial affairs of the AFC. We are paying for that employee out of the monthly amount we currently pay for our fiscal agency agreement with Shelton. Cost cutting measures include moving EMS to the main campus which has saved in energy cost. We are looking at installing programmable thermostats. We have purchased two 2006 vehicles from State Surplus and will be using these for our regional staff at a much greater savings on gas mileage. We will bring in the vehicles they currently use and have them maintained and ready for our staff needs on campus. Rice explained the increase of student numbers over the last several fiscal years. It is apparent that our constituents are feeling the budget cuts but we are still showing a slight increase for this year. The staff was commended for the excellent work on the News Flash from a visual and business standpoint.

B. Clarification of Timeframe for Completion of Volunteer Firefighter Certification Course

Our common understanding was that a volunteer had 24 months to complete his/her training for the VFF 160 Course. Upon investigation by Counsel Boardman, the statute says that the training may be scheduled within a 24 month period.

Commissioner Paulk made a motion to adopt the interpretation of scheduling the training within 24 months.

*Such training need not be during continuous sessions but **may** be scheduled at different intervals during a period not exceeding 24 months for a total of 160 hours.*

Commissioner Graves seconded the motion and the motion carried unanimously.

C. Recommendation for Selection of Firefighter I/II Textbook

Rice distributed a letter from Counsel Boardman and stated the need for the Commission to select the Firefighter I/II textbook since they are the statutory authority regarding Firefighter I curriculum. The AFC staff has completed a year-long pilot program of the three basic firefighter textbooks from the major publishers. A matrix was given out showing the results of that study.

Commissioner Wyatt made a motion to adopt the Delmar Firefighters Handbook 3rd Edition. It was seconded by Commissioner Boyd. The motion carried unanimously.

It was discussed and agreed that the Firefighter I/II textbook would be the only textbook approved by the Commission. The AFC staff will select the textbooks for all other courses taught by the Fire College.

D. Addition of Certification Course Titles to Administrative Code

Rice proposed the addition of five (5) courses to the Administrative Code.

Commissioner Wyatt made a motion to accept these five (5) new courses to the Administrative Code:

Apparatus Operator: Aircraft Rescue and Firefighting
Apparatus Operator: Mobile Water Supply
Marine Firefighter I and II
Fire Marshal
Smoke Diver

It was seconded by Commissioner Cobb. The motion carried unanimously.

E. Overview of SSCC/AFC EMS Program

Rice introduced EMS Director Scott McCary. McCary gave an overview of the EMS program including a demonstration of the I Stan Human Patient Simulator. We have had a very successful program and very good pass rates for the National Registry exam.

Chairman Zaragoza asked for an update from the Finance Committee. Commissioner Boyd reported that the Committee met June 26, 2009 to discuss the 09-10 Budget.

Commissioner Boyd made a motion to adopt the 09-10 Budget and it was seconded by Commissioner Wyatt. The motion carried unanimously.

OLD BUSINESS

Chairman Zaragoza asked for a report from Commissioner Wyatt regarding the CPAT fee issue. Wyatt said that we may be able to make application for a full license.

Commissioner Wyatt made a motion that we apply for a full license as a hiring agency. It was seconded by Commissioner Graves. The motion carried unanimously.

Rice reported on the success of the Town Hall Meetings. Three or four staff members have been attending these meetings. The people out in the field are happy to see the Regional staff on a regular basis.

Chairman Zaragoza brought up Strategic Planning with Dr. Echols. Rice said that Echols has received the staff reports and wants to facilitate a meeting with the Commission and the AFC staff. After discussion it was agreed to have the Strategic Planning Meeting on September 15, 2009 starting at 7:30 a.m. at the AFC.

Rice invited the Commission to dial in to the AFC weekly planning meeting every Tuesday at 9:00 a.m.

Chairman Zaragoza asked that the Policy and Procedures Review Committee have a report ready for the October Quarterly Commission Meeting. Zaragoza asked for an update on the VFF requirement of thirty hours of training per year. Rice said there is no longer a requirement listed in the code.

Commissioner Bulman made a motion to add back the requirement of 30 (thirty) hours of training for certified volunteer firefighters and that the documentation is to be kept at the fire department. It was seconded by Commissioner Wyatt. The motion carried unanimously.

Zaragoza said when we discuss the addition of new courses and the VFF changes at the next Public Hearing, that the appropriate hours of required training would be addressed.

Commissioner Bulman proposed a resolution of the Alabama Firefighters Association. Zaragoza formed a committee with Commissioner Bulman as the Chair, Commissioner Graves, Commissioner Wyatt and Director Rice to also serve on the committee. This committee will report back at the next Quarterly Commission Meeting.

Boardman expressed concerns regarding the required 30 hours of training for VFF. The Commission discussed the issue of requiring training for both the paid and volunteer firefighter.

Commissioner Wyatt made a motion to require thirty (30) hours of training per year for all certified firefighters and volunteer firefighters, with the documentation to be maintained at the department. It was seconded by Commissioner Paulk. The motion carried unanimously.

NEW BUSINESS

Chairman Zaragoza formed a committee to review the contract procedures and the evaluation form for the Executive Director. Appointed members are Commissioner Boyd to Chair, Commissioner Paulk and Commissioner Graves.

BUSINESS FROM COMMISSIONERS

Commissioner Wyatt asked for documentation on Decatur Fire Department's physical testing validation. Rice said they were mailing us a copy. The Commission would like all documentation from both Decatur and Birmingham fire departments to be sent to the Fire College for our records since neither of these departments use CPAT.

Commissioner Graves asked that all Committee Chairs let the rest of the Commission members know when they are having a meeting. Rice said that we do have to post all meetings on the Secretary of State website so the secretary needs to be notified as well. Boardman said that any Commissioner may attend the meeting but no action can be taken.

Next Quarterly Commission Meeting will be October 21, 2009 at the Alabama Fire College.

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

Meeting adjourned.

Respectfully submitted,



Allan Rice
Executive Director



Melony L. Carroll
Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Special Called Commission Meeting September 9, 2009

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, and Butch Zaragoza. Dale Wyatt arrived at 9:10 a.m.

Quorum ascertained.

VISITORS

Mark Boardman – Attorney

Charlie Dixon, Patrick Draper, Jimmy Conner, Wayne Murry, Phil Hughes, Kevin Pate, Stan Odom, Scott McCary, DeLane Bailey, Steve Fair, Mark Heinrich, Michelle Bass, Donna Love, William Tunnell, Eddie Pugh, Jimmy Looney, James LeVert, Brad Howton, Roman Hudson, Mike Richardson, Blake Howton, Marty McElroy and Diana Hewlett

PURPOSE OF SPECIAL CALLED MEETING

Chairman Zaragoza called the meeting to order. He announced that he was the one who asked for the meeting in order to discuss the overall financial condition of the Alabama Fire College including the budget, proration, and the bidding process. Past discussion with Dr. Heinrich of Shelton State Community College included the budgeting procedures and the financial situation between AFC and Shelton State. Zaragoza asked Executive Director Rice to give an overview of our contract with Shelton State.

Rice said that we are statutorily connected to Shelton State as they are our fiscal agent by law. Our contract was recently ratified by the State Board of Education and is approved at approximately \$293,000.00 which includes a number of services including payroll, human resource support, processing of academic credit for our students, prorated share of their business office consultant cost, use of their online learning program which will enable us to execute portions of our strategic plan in terms of distance education and online learning, insurance coverages and inclusion of an independent outside accountant. A new contract will be negotiated for the FY 09-10. We have been operating under the terms of the agreement for this entire fiscal year.

Zaragoza asked Dr. Heinrich to explain the process that was used to hire the accountant.

Dr. Heinrich stated that there had been some financial concerns in years past. Heinrich wanted to get some controls in place and add additional accountants in Shelton's business office. Heinrich receives either written or verbal concerns of improprieties that may be going on at his institution and he follows up on those, and if there is credibility to those claims he addresses it. Some are related to Shelton and some are related to the Fire College. We have not found anything inappropriate. Part of the money that is paid to Shelton under the Fiscal Agreement went to hire

to an outside accountant from an outside accounting firm to work specifically with the Fire College. This strengthens Shelton's position in the business office as well as the Fire College. We have an individual that is dedicated to the Fire College backed up by a business office that has multiple accountants in an effort to make sure there is nothing incorrect going on. A full report will be submitted to the Commission when that work is complete.

Heinrich said questions also come up regarding human resource issues including hiring practices, placement on salary schedules, etc. Shelton has an HR auditor to make sure records are in order. Errors have been found and those errors have been corrected. That report will also be ready in the future as well.

Heinrich also wants to be sure that our business practices are in keeping with the national standards, therefore he has hired another outside organization to be sure that Shelton and the Fire College are following the correct procedures. We will be making recommendations if there are inconsistencies found.

Another area of questions has been the purchase of five items using the bid process for the Fire College. Upon investigation, Heinrich said it has been determined that these items were purchased correctly.

The Commissioners, Rice and Shelton State business office personnel discussed the bids in question.

Heinrich said that results of the HR audit and the accounting audit will give us more confidence that we are doing business correctly at Shelton State, the Fire College, and Poison Center.

Commissioner Cobb asked for a report of the historical spending for the last two years. Rice said that the report should be ready in 4-6 weeks. DeLane Bailey (from Shelton business office) explained the financial reporting process and said that they would be happy to give the Commission the APECS print out of what they have. Some comparison reports will have to be manually created which will take longer to provide. Commissioner Cobb also asked for fund balances. Michelle Bass (Fire College accountant) said she has the account balances ready. Rice said that we have had to move funds from one account to another. Dr. Heinrich said that Rice, on behalf of the Fire College, requested an outside accountant so that we could get an enhanced detail of our budget. Heinrich said that they are in the process of purchasing new hardware and software to improve the reporting process. Bass said that her goal is to have a preliminary financial statement ready by the next Quarterly Commission Meeting, October 21, 2009.

Chairman Zaragoza asked Bass for a timeline regarding the financial documents. Bass said 4-6 weeks but explained that because year end reports are due, that is a priority before the audit can be done. She is working with the AFC Bookstore going line item by line item going over every expense so that the auditors easily understand the reports. Bass is only working on Fire College material.

Dr. Heinrich told the Commission to feel free to contact him if there are any questions or concerns about anything. He said he wants to be as transparent as possible. Heinrich responded to questions about his previous tenure at Shelton State and his unwillingness to engage in inappropriate activities.

Commissioner Cobb asked if Shelton State maintains our asset inventory. Bass said she would be checking our inventory next week.

Chairman Zaragoza asked Dr. Heinrich his opinion regarding proration. Heinrich said that proration is retroactive. Postsecondary has said to expect between 8 to 12 percent proration for this year. Rice passed out a document showing the approved 09-10 budget with 6% reduction showing on the far right column. The last page of the document shows the proposed 7.7% reduction for the Finance Committee to have for their next committee meeting.

Commissioner Bulman set up the Finance Committee meeting for September 14, 2009 at 1:00 p.m.

Commissioner Paulk set a Policy & Procedures Review Committee meeting for September 14, 2009 at 4:00 p.m.

Rice said that all expenditures in the 6 series of the budget line item come from reserves. The Revenue Interest comes from CD's. The Non-Mandatory Transfer Out is the amount of money that is budgeted to pay Shelton State for the Fiscal Agency Agreement.

Commissioner Graves wants the Commission to be notified when the reserve money has to be used. Chairman Zaragoza said that the Finance Committee will meet the day before each Commission meeting and will report any action taken at the full Commission meeting.

Commissioner Bulman would like the Commission to be notified if something is inadvertently charged to the wrong account.

A 10 minute recess was called.

Rice asked Heinrich to tell the Commission which bid items had been investigated. Heinrich reported the purchase of a crane, uniforms, card access system, generator and incident management team trailer. All of these issues have been resolved and the proper paperwork has been documented and is in the files.

Rice said he had been told that Heinrich contacted Commission members regarding financial concerns and Rice asked who had initiated the communications. Heinrich said that he had been in communication with some of the Commissioners. Commissioner Graves and Commissioner Cobb said that they had called Heinrich. Rice stated that the source of these allegations appears to involve a former employee along with individuals who were under investigation in a criminal matter in which Rice was the reporting party to law enforcement. Rice distributed a handout that included contact information of investigative agencies of state and local government and an ethics form to file with the State Ethics Commission. Rice encouraged the Commissioners, the AFC staff and Shelton State staff to report any wrongdoing to the appropriate officials.

Chairman Zaragoza told the Commissioners to work together and to bring issues to an open meeting. Zaragoza said that the Chair and the Executive Director need to have knowledge of what's going on and what questions are being asked. Zaragoza feels that a lot of these issues will be resolved now that we have an accountant in place.

The Commission thanked Dr. Heinrich and his staff for attending the meeting and answering their questions.

Chairman Zaragoza opened the floor for discussion.

Commissioner Graves made a motion for the Commission to approve the use of reserve and investment funds. Commissioner Paulk seconded it. The motion carried unanimously.

The discussion of the budget was closed.

Commissioner Cobb made a motion that there would be no increase of student tuition fees or charges with the exception of Industrial and DoD, without Commission approval. Commissioner Graves seconded it. The motion carried unanimously.

Currently AFC pays \$35,000.00 a year for ProBoard certificates and Commissioner Bulman raised the possibility of the student paying for their own certificate as they have done in the past. The Commission requested a report at the next meeting detailing how many certifications are ProBoard certificates.

Rice distributed the current AFC Organizational Chart, the Salary Schedule and the AFC Job Descriptions. The Commissioners agreed to take final action at the October Quarterly Commission Meeting giving them time to examine the document just given to them.

Commissioner Cobb made a motion that the Fire College not hire any new employee without Commission approval. Commissioner Bulman seconded it. Motion carried unanimously.

Rice said that we already had approval to hire a full time person for the phone room and he wanted to be sure this motion will not affect that hire. The Commission agreed that this motion does not include that position.

Rice and Commissioner Paulk talked about the Policy and Procedures handout that will be discussed at the Policy & Procedures Review Committee meeting September 14th.

Commissioner Bulman made a motion to adjourn and it was seconded. The motion carried unanimously.

Respectfully submitted,

Allan Rice
Executive Director

Melony L. Carroll
Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Finance Committee Meeting
September 14, 2009
1:00 p.m.

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

The following members were present: David Boyd, Bill Bulman and Ed Paulk. Also present: Allan Rice, Dwight Graves, Ralph Cobb and Michelle Bass.

Meeting Minutes

Commissioner Bulman made a recommendation to change the title of "Plant Funds" to "Capital Funds" on the budget for internal use. The Committee agreed and Michelle Bass (the accountant) said she would change the language for internal use.

Professional services contracts were discussed. Currently we have contracts for Dr. Vickers, Dr. Echols, Lyda Black and Tracy McNair. These are standard contracts.

Bass said she will be sending a monthly financial, travel and public disclosure statement to the Commission.

The Alabama Community College System Salary Schedule was submitted to the committee. All staff contracts were reviewed and verified to be in line with the current Salary Schedule. It was determined that all future contracts should have the working title included with the postsecondary approved title on the actual contract.

Bass said that she would like to have all directors receive a monthly financial statement for their department. This will make directors more responsible for their own budgets. She will have this ready for the October 21, 2009 Commission meeting for approval.

Rice said that we have an on-line approval process for requisitions and that all directors have been added to the approval process for requisitions related to their program areas.

The meeting was adjourned at 2:25 p.m.

Respectfully submitted,



David Boyd, Chairman



Melony L. Carroll, Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Policy & Procedures Review Committee

September 14, 2009

4:00 p.m.

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

The following members were present: Ralph Cobb and Dwight Graves. Also present: Allan Rice and Bill Bulman

Meeting Minutes

Commissioner Paulk had sent out a disk of the policies to the committee members. There are two policy changes that are being proposed.

Policy number 616.01, Personnel Records, Number 1. Changes proposed are to replace the custodian of records from Deputy Director to the *Executive Assistant* since we no longer have the position of Deputy Director. Commissioner Cobb would like to fill that position in the future therefore the vacant position of Deputy Director still needs to be on the organization chart. It was agreed to keep the original language but to add a sentence: *In the absence of the Deputy Director for Administrative Services, the Executive Assistant will serve as the custodian of personnel records.*

Commissioner Paulk said the next recommended policy change is number 607.01, Evaluation of Personnel, Number 2. It was agreed to take out the Deputy Director for Administrative Services and replace it with *the custodian of personnel records*, which will cover whoever is fulfilling that role.

The revision dates will be changed and ready to submit at the October 21, 2009 Commission Meeting.

Executive Director Rice said that job descriptions had to be re-written to accommodate the vacancies of the Deputy Directors. Paulk would like the organizational chart to be a temporary chart until funding allows us to fill vacant positions. The committee decided to look over the current job descriptions and to get together by phone to decide if there's a need to have a formal meeting.

When Deputy Directors are hired, the committee will need to determine which position will fill the Executive Director's job in the event that position becomes vacant for a period of time.

Commissioner Cobb expressed concern in our organization to maintain a division between education and certification. All of the Fire College training is endorsed by the Commission.

The committee also looked at policy 606.03 Compensation: Initial Placement. Personnel is hired and put on the salary schedule based on years of service, rather in education or the fire service. Paulk said that the committee should ere on the side of justice in determining if any employee is not on the proper step level. This policy may be re-written in the future. The committee will need to determine if they want a firefighter treated like a teacher and do they want a volunteer firefighter treated like a paid firefighter. Paulk also said that there needs to be a way to validate their service history.

The meeting was adjourned at 5:35 p.m.

Respectfully submitted,



Ed Paulk, Chairman



Melony L. Carroll, Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Executive Director Evaluation Committee Meeting September 14, 2009 7:00 p.m.

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

The following members were present: Ed Paulk and Dwight Graves.

Meeting Minutes

Executive Director Rice submitted a draft of the Executive Director Evaluation Procedures to the Committee. He contacted the Alabama Association of School Boards and got their tool for superintendent evaluation. Rice modified the document to reflect the Executive Director position.

Chairman Paulk explained the evaluation process for the state of Alabama employees. The Committee discussed the different aspects and made recommendations combining the two options. The Committee will develop the process for the director evaluation. It will be up to the Commission to determine if the Committee will provide the evaluation or if the full Commission will.

Rice would like to propose entering into a one year extension of his three year contract or an additional one year contract. Compensation should follow the approved pay scale.

Rice said that he would have his self-evaluation ready by October 21st. The Committee agreed on the rating scale of zero – four. The rating of zero, one and four will have to be supported by written comments.

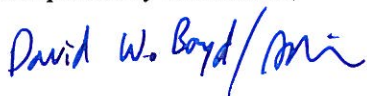
Paulk explained that after the initial pre-appraisal with the Director, there would be a mid-term appraisal half way through the year to be sure that our mid-term and his self appraisal match. If there are concerns then the Director will know exactly what the expectations are. This will be a year long process. We are just now entering into the third contract year. The pre-appraisal will be first then we will pick a date for the mid-term appraisal and then the final appraisal on August 20th. Thereafter it will be a yearly evaluation. Paulk stated that due to the annual nature of the process and the time remaining on the current contract, a one-year extension should be granted at this time and the evaluation process should be initiated now.

The self-assessment and pre-appraisal will be October 21, 2009 right after the Commission meeting. The mid-term evaluation will take place after the January Commission meeting.

Paulk said that he would like to have Rice's future contract to be dated September 1st to be in line with the rest of the AFC staff. It is currently dated August 20, 2007 because that was his start date.

The meeting was adjourned at 7:55 p.m.

Respectfully submitted,



David Boyd, Chairman



Melony L. Carroll, Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

**Finance Committee Meeting
October 20, 2009
3:00 p.m.**

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

The following members were present: David Boyd, Bill Bulman and Ed Paulk. Also present: Allan Rice and Michelle Bass.

Meeting Minutes

Executive Director Rice said that Michelle Bass has brought forth several good recommendations on modifications of the 2010 Budget as approved by the Commission previously. Significant changes include separating some college wide accounts that used to be in the Administration budget. These accounts included gas and oil, in and out-of-state travel, postage, etc. To an outside observer Admin looks very bloated percentage wise. Rice agreed with Bass's recommendation to make programmatic line items for these expenditures. Directors have already been put in the electronic approval process creating increased accountability.

Bass has concerns regarding O&M which is our state allocation. Two years ago it was \$6 million and now it is down to \$3.6 million. There is no wiggle room. Allocations for fuel are a concern, because the cost of fuel is so flexible. Last year a Deputy Director was budgeted for, so we were able to move some of that money around, but this year it's harder to find the extra money. Office equipment rental is also a concern.

There was discussion to use a local distributor for propane as we put our equipment out in the field.

Rice said that staff has been notified to eliminate overnight travel unless absolutely necessary. On-campus staff is being used to teach courses in an effort to reduce the use of part time instructors. Only staff instructors or safety officers are used if they are truly qualified. There is still a need for adjunct instructors but in house staff is considered first. The Fire College is saving money but another great benefit is that we are more hands on with what's being taught at the Fire College.

Bass said that there has been some movement of employee's salaries to reflect the division they are working under. Postage is being divided out to reflect the division that used it. The gas card for vehicles is also being coded to reflect the proper division. The goal is to have utilities including electric, phones, etc. to be coded to the appropriate division.

The committee discussed the phone service, the cost, and different providers.

After review of the revised 2010 budget Commissioner Bulman made a motion to accept the revised FY 09-10 Budget. It was seconded by Commissioner Paulk. The Finance Committee approved the budget and it will be presented to the Commission at the Quarterly Commission Meeting on October 21, 2009.

The Balance Sheet was given to the committee. The revenue and the expenses for each division were discussed. The Fire College is \$540,349.50 under budget for EMS, Field, and Fire Programs.

Communication regarding the budget will be administered through Rice or his assistant. The flow and quality of information is exponentially greater that it ever was.

The Bookstore has a deficit of \$119, 226.26 for the first year of operation. The reason for this is the start-up cost for the Bookstore which will not happen next year.

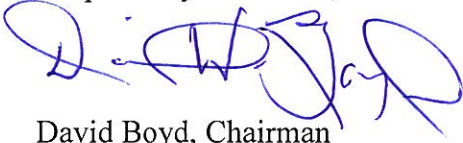
Capital Funds will only be used for purchases, NOT expenses.

The committee reviewed the Accounts Receivable Write-Off document. The total is \$6219.21. Two of the businesses that owe money are now out of business which comes to \$5644.21. The rest is disputed student fees. Commission Paulk made a motion to write off the bad debt of \$6219.21 and it was seconded by Commissioner Bulman. The committee will bring the issue to the Commission at the Quarterly Commission Meeting on October 21, 2009.

The Fire College has books in our inventory from the Shelton State Bookstore amounting to approximately \$4000.00. Most of these books are not re-salable and we will negotiate with Dr. Heinrich before we pay for dead inventory.

The meeting was adjourned at 5:55 p.m.

Respectfully submitted,



David Boyd, Chairman



Melony L. Carroll, Secretary

**ALABAMA FIRE COLLEGE AND
PERSONNEL STANDARDS COMMISSION**

Policy & Procedures Review Committee

October 20, 2009

5:55 p.m.

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

Two members of the committee could not be in attendance, therefore there is no quorum and the meeting was not held.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ed Paulk".

Ed Paulk, Chairman

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

Melony L. Carroll, Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

**Executive Director Evaluation Committee Meeting
October 20, 2009
5:56 p.m.**

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

The following members were present: Ed Paulk
Quorum was present.

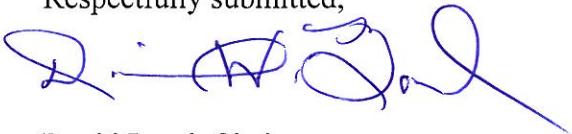
Meeting Minutes

Commissioner Paulk stated that at the last committee meeting they had chosen the method of the evaluation for the Executive Director based on the State Employee's Performance Appraisal System, which requires a pre-appraisal, mid-appraisal and final actual appraisal.

Commissioner Paulk made a motion to recommend a proposal to the Commission to extend the Executive Director's employment contract for a period of one year to allow the process to work giving him his pre-appraisal, mid-appraisal and then the final appraisal before the next contract year ends. Boyd seconded it.

The meeting was adjourned at 5:57 p.m.

Respectfully submitted,



David Boyd, Chairman



Melony L. Carroll, Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Quarterly Commission Meeting October 21, 2009

The meeting was called to order by Vice-Chairman David Boyd 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, and Dale Wyatt. Quorum ascertained.

Vice-Chairman Boyd asked Executive Director Rice to explain the event that was occurring on campus. Rice said that the Fire College was asked to host the Explosive Ordinance Disposal Robot and Dog Rodeo which is a friendly competitive event among the majority of the bomb squads in Alabama. A brief overview will be given which will show us the interagency and interdisciplinary nature of the partnership. A meeting will follow at noon with individuals from Auburn University Canine Detection Program. Last year we added Accelerant Detection Canine Handler and Explosives Detection Canine Handler certifications to the code.

The meeting was not adjourned, only interrupted for the presentation outside. After the presentation, the meeting resumed.

VISITORS

Julie Coffman, Stan Odom, Patrick Draper, David Thornburg, Debbie Frazier, Jimmy Frazier, Christy Ryland, Charlie Dixon, Scott Hallman, Larry Jarvis, Michelle Bass, Kevin Pate, Donna Love, and Mark Boardman.

MINUTES

Commissioner Wyatt made a motion to approve the minutes of July 15, 2009 and September 9, 2009. After discussion, Commissioner Cobb requested that the July 15, 2009 minutes be amended to include the verbatim minutes regarding Commissioner Graves' reappointment and the statement from the Chairman concerning the election of officers. Commissioner Wyatt's motion was tabled. Commissioner Cobb made a motion to amend the minutes of July 15, 2009 and it was seconded by Commissioner Paulk. Motion carried unanimously. Commissioner Graves made a motion to approve the minutes of September 9, 2009 and it was seconded by Commissioner Wyatt. Motion carried unanimously.

Counsel Mark Boardman explained that the unapproved minutes are not official public records and they can not be sent in the Commission Packets because those are public documents. The unapproved minutes need to be sent in a separate email to the Commission.

PUBLIC HEARING

There is no need for a hearing at this time. New certification course titles and the reinstatement of thirty hours of training for firefighters were instituted at the July Quarterly

Commission meeting, but these courses have not been developed yet. Proposed changes will be submitted to Administrative Monthly and will be ready at the January Quarterly meeting. These changes will be posted on the AFC website.

Director's Report:

- A. Student withdrawals have been monitored and typically there are ten withdrawals per week. This will be compared to historical data. There is a 40% increase of students this quarter than there was for this same quarter last year.

- B. **Restitution Update**

Counsel Boardman reported that restitution has been recovered and satisfied from Kay Umphrey in the amount of \$156,734.28. Bill Langston owes \$1.7 million in restitution and is currently paying \$800.00 per month. \$7,000.00 has been collected. The federal government is not attempting to seize his assets. An agreement has tentatively been reached with Postsecondary to obtain a percentage of whatever is paid in. Other percentages go to other entities including the state, Poison Control Center and several community colleges and even the Fire College Foundation. An attempt is also being made to recover funds related to the construction of the Shelton State Community College Foundation house. It will not go forward until after a criminal trial scheduled for February.

- C. **Committee Reports**

Boyd asked Commissioner Paulk to report on the committee meetings on October 20, 2009. Paulk stated that the Policy & Procedures Review committee did not meet as there were scheduling conflicts with some of the members. The Executive Director Evaluation committee met as scheduled. The committee has finalized the format of the evaluation process to take place to evaluate the performance of the Executive Director. The state appraisal system was utilized or a basic modification of that system. The Executive Director has completed a self-evaluation which was distributed to the Commissioners. Based on this system there will be a mid-term evaluation and then there will be a final evaluation one year from the pre-appraisal. In order to complete that process, Paulk recommended extending the Director's contract for a period of one year to end August 31, 2011.

Commissioner Paulk made a motion to grant the authority of the Chair to extend the contract for the Executive Director for a one year period to end August 31, 2011.

Commissioner Wyatt seconded it.

Commissioner Graves said he thought that the timeline that they had set out was workable for the Director to leave here today with the criteria and to come back in January for the mid-term appraisal.

Commissioner Cobb does not see a need to extend the contract to match a performance period. He feels that the time tables can be followed without a contract extension. Commission Paulk said that if the Commission waits until January to start the evaluation process, that would only give a seven month time frame and the year long process would not be fulfilled. Rice said that he is owed two evaluations and requested another year to make the changes that would be proposed in the evaluation process.

Boardman said the Commission would have a legal problem if there is an obligation under the contract for reviews that have not been done. If the contract is extended then you would have enough time to fulfill the contract requirements. Paulk said he wants to be fair and give the evaluation process a full year.

Commissioner Bulman made a motion to go into Executive Session. "Certification by Mark Boardman, lawyer licensed in the State of Alabama, to discuss a controversy imminently likely to be litigated if the Commission pursues a proposed course of action". The motion was seconded by Commissioner Cobb. Motion carried unanimously.

After the Executive Session the meeting reconvened. Boardman stated that no action was taken during the session, only discussion.

Commissioner Paulk restated his motion to extend the Executive Director's contract for a one year period to end August 31, 2011. It was seconded by Commissioner Cobb. Roll call vote was taken.

Bill Bulman – Abstain

Ralph Cobb – No

Dwight Graves – No

Ed Paulk – Yes

Dale Wyatt – Yes

David Boyd – Yes

Motion passed.

Commissioner Bulman gave the Finance Committee report. Due to proration there is a need to revise the budget again. The proposed 09-10 revised budget was given to each Commissioner. The Committee has approved the revised budget and submitted it to the Commission for their approval. Rice explained the redistribution of line items to more correctly reflect each division's expenditure.

Commissioner Bulman made a motion to accept the Revised 09-10 Budget. It was seconded by Commissioner Wyatt. Motion carried unanimously.

The Financial Statement report was distributed to the Commissioners. Commissioner Bulman asked the Commission to contact the Director if

there are any questions pertaining to the budget and the Director will research the issue and get back with them. The Cash Comparison FY 08-09 report was handed out. Bulman also gave the Commission an Accounts Receivable Write-Off report showing a total of \$6,219.21. The majority of the write off comes from an out of business Scottsboro Aluminum Company in the amount of \$5,344.21.

Commissioner Bulman made a motion to write off these outstanding debts in the total of \$6,219.21 and it was seconded by Commissioner Paulk. Motion carried unanimously.

Rice discussed the Financial Budget explaining the FY 2009 profit loss of \$338,688.31. The overwhelming majority comes from the carry over of the 08 budget and the bookstore loss. The bookstore loss is a one time overhead in the start up cost. Rice reviewed each division statement clarifying revenue and overages.

OLD BUSINESS

Vice-Chairman Boyd asked for a report on CPAT. Rice said that the Fire College was denied a full license by the Joint Wellness Fitness Initiative and IAFF. If we want to continue to administer CPAT under our auspices it will have to be under a limited license and we will have to pay the \$5,000.00.

Commissioner Cobb made a motion to apply for the limited license and pay the \$5,000.00. It was seconded by Commissioner Graves. Roll call vote was taken.

Bill Bulman – No
Ralph Cobb – Yes
Dwight Graves – Yes
Ed Paulk – Yes
Dale Wyatt – Yes

Motion carried.

Boyd asked that the Financial Statement be voted on.

Commissioner Paulk made a motion to accept the 2009 Financial Statement and it was seconded by Commissioner Graves. Motion carried unanimously.

At the last Commission meeting the Commission requested a report detailing how many certifications are ProBoard certificates. Rice reported that last fiscal year of all classes that we offer that are 32 hours or more, 69.8% of the certificates were ProBoard.

Commissioner Bulman requested that the Commission have the election of officers. Boardman said that the election would need to be posted on the agenda to fulfill the Open Meetings Act. Commissioner Paulk said that it was an oversight that the election did not occur at the July meeting. In order to fulfill the Open Meetings Act and publish notice for the elections, there needs to be a Special Called meeting held or else have elections at the next Quarterly Commission meeting.

Commissioner Bulman made a motion to hold a Special Called meeting on November 3, 2009 at 9:00 a.m. It was seconded by Commissioner Wyatt. Motion carried unanimously.

Commissioner Paulk asked the Policy & Procedures Review committee to meet on November 2, 2009 at 3:30 p.m. All committee members agreed to meet on the 2nd.

Commissioner Cobb requested notification of all committee meetings to be sent to all Commissioners. Rice asked the Commission Secretary to post all meetings on the Secretary of State website and to include notification to all Commissioners and the Commission Counsel.

Commissioner Graves gave a report on the PARCA meeting. The PARCA committee will prioritize what the Fire College will do if the separation takes place from postsecondary. The estimated fee is \$10,000. Graves will send out the documentation and have it ready for the next Commission meeting for their review.

NEW BUSINESS

There was none.

BUSINESS FROM COMMISSIONERS

Commissioner Graves commended the staff on the Kidde trainer and its travel throughout the state.

Next Quarterly Commission Meeting will be January 20, 2010 at the Alabama Fire College.

Commissioner Paulk made a motion to adjourn the meeting. Commissioner Wyatt seconded it and the motion carried.

Meeting adjourned.

Respectfully submitted,



Allan Rice
Executive Director



Melony L. Carroll
Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Special Called Commission Meeting November 3, 2009

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, Dale Wyatt and Butch Zaragoza.

Quorum ascertained.

MINUTES

Commissioner Cobb made a motion to approve the amended minutes of July 15, 2009. It was seconded by Commissioner Bulman. Motion carried unanimously. Commissioner Bulman made a motion to approve the minutes of October 21, 2009 and it was seconded by Commissioner Wyatt. Motion carried unanimously.

ELECTION OF OFFICERS

Chairman Zaragoza apologized to the Commission for an error that occurred at the July 15, 2009 meeting. Election of officers should have been conducted at that meeting because Commissioner Graves was re-appointed by the Governor in a letter dated June 30, 2009. Zaragoza had thought that the Commission had approved elections to occur once each year, but that approval was submitted in the bill that the Commission has sent to Montgomery but that bill has not been passed at this time. Therefore, elections should have been conducted at the July meeting.

Chairman Zaragoza opened the floor for nominations for the Chair. Commissioner Paulk nominated Butch Zaragoza and it was seconded by Commissioner Boyd.

David Boyd – Yes

Bill Bulman – Yes

Ralph Cobb – Yes

Dwight Graves – Yes

Ed Paulk – Yes

Dale Wyatt – Yes

Butch Zaragoza – Abstain

Motion carried. Butch Zaragoza was re-elected to the position of the Chairman.

Chairman Zaragoza opened the floor for nominations for the Vice-Chair.

Commissioner Paulk nominated Commissioner Boyd for Vice-Chair and it was seconded by Commissioner Wyatt.

David Boyd – Yes

Bill Bulman – No

Ralph Cobb – No

Dwight Graves – No

Ed Paulk – Yes

Dale Wyatt – Yes

Butch Zaragoza – Yes

Commissioner Cobb nominated Commissioner Graves for Vice-Chair and it was seconded by Commissioner Bulman.

David Boyd – No

Bill Bulman – Yes

Ralph Cobb – Yes

Dwight Graves – Yes

Ed Paulk – No

Dale Wyatt – No

Butch Zaragoza – No

Motion did not pass.

Chairman Zaragoza stated that Commissioner Boyd has been re-elected to the position of Vice-Chair.

PROPOSED REVISION TO BY-LAWS

Chairman Zaragoza asked Counsel Boardman to explain the Commission By-Laws. Boardman said that some changes need to be made because some of the law has changed. The proposed changes were given to the Commission for review. Commissioner Graves asked that a change be made in Section II, B to read “Special meetings shall be called in accordance with *Alabama Code §36-32-4.*” Pre-filing of motions must be put on the agenda. Much discussion followed and all agreed to review the proposed changes and to vote on the new By-Laws at the January 20, 2010 Commission meeting.

Commissioner Wyatt made a motion to appoint a By-Laws committee. It was seconded by Commissioner Bulman. Motion passed unanimously.

Chairman Zaragoza appointed the By-Laws Review Committee. The committee consists of Commissioner Dwight Graves as Chair, Commissioner Wyatt and Commissioner Cobb. Executive Director Rice will also attend the meetings. Commissioner Graves would like to meet soon to review the changes and submit at the next quarterly meeting.

PROPOSED INCREASE TO COURSE TUITION (RESCUE TECHNICIAN: STRUCTURAL COLLAPSE)

Chairman Zaragoza asked Executive Director Rice to explain the proposed increase to course tuition for Rescue Technician: Structural Collapse. Rice said that the course is currently a 44 hour course. FEMA guidelines are not being met and our Technical Review Committee and the AMAS personnel would like to see this course increase to an 80 hour course. Currently our tuition is \$445.00 for in-state and \$645.00 out of state. Our proposal would be to increase the in-state rate to \$775.00 and \$975.00 for out of state. This will include all costs including books.

Commissioner Bulman made a motion to accept the tuition increase for Rescue Technician: Structural Collapse to \$775.00 for in-state and \$975.00 for out of state. It was seconded by Commissioner Paulk. Motion carried unanimously.

COMMITTEE REPORT

Commissioner Paulk, chair of the Policies and Procedures Committee, reported that the current policy needed to be modified to provide clarification for the state auditors. Policy 606.04 was submitted to the Commission for review.

Commissioner Paulk made a motion to accept Policy 606.04 Compensation: Initial Yearly Advance Placement. It was seconded by Commissioner Cobb. Motion carried unanimously.

BUSINESS FROM VISITORS

Mark Boardman – Attorney
Julie Coffman, Brian Maynard, Greg Willis, Alan J. Martin, Paul McDougle, Donna Love, Michael O’Conner, Jimmy Frazier, Debbie Frazier

Chairman Zaragoza opened the floor for visitors to address the Commission. Chief O’Connor said that the Commissioner’s words carry a lot of weight in the state. He expressed concerns that the Commission has sent an email saying that the Commission will kill any legislation that the State Department of EMS offers. Commissioner Cobb said that he sent out the email with his personal opinion, not that of the Commission. O’Connor said that Cobb indicated the Commission had come to a census on this subject. Commissioner Paulk said that the email had nothing to do with the Commission. O’Conner said that the Commission needs to be careful with the communication that they send out. O’Connor also stated that the fire service is very happy with the positive changes that have taken place since the current Executive Director has taken over. He charged the Commission to keep up the good work.

BUSINESS FROM COMMISSIONERS

There is none.

Next Quarterly Commission Meeting is January 20, 2010.

Commissioner Paulk made a motion to adjourn and it was seconded by Commissioner Bulman. The motion carried unanimously.

Respectfully submitted,



Allan Rice
Executive Director



Melony L. Carroll
Secretary