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# ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

**Finance Committee Meeting**  
**January 17, 2012**  
**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, Ed Paulk and Howard Summerford. Also present: Dwight Graves, Allan Rice, Ann Bracknell and Michelle Bass.

## **Visitors**

None

## **Meeting Minutes**

The Committee discussed issues related to the FY 2011-2012 budget. Those issues included the financial statements, the summary reports, the travel analysis and the profit and loss statements.

Allan Rice gave an overview of the IT systems. The AFC email is now 100% off campus and the website is 90% off campus.


No motion was made and no action was taken.

The meeting was adjourned.

Respectfully submitted,



David Boyd, Chairman



Melony L. Carroll, Secretary

# ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

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## Quarterly Commission Meeting January 18, 2012

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.

The invocation was given by Commissioner Boyd and the Pledge of Allegiance was lead by Executive Director Allan Rice. Roll call revealed the following members present: David Boyd, Dwight Graves, Ed Paulk, Dale Wyatt and Howard Summerford. (Attorney Mark Boardman) Quorum ascertained.

### VISITORS

Julie Coffman, Stan Odom, Camille Cochran, Terry Brown, David Thornburg.

### MINUTES

Commissioner Paulk made a motion to approve the minutes for October 19, 2011 and it was seconded by Commissioner Wyatt. Roll call vote was taken.

Dwight Graves – Abstain  
Ed Paulk – Yes  
Howard Summerford – Abstain  
Dale Wyatt – Yes

Motion carried.

Commissioner Paulk made a motion to approve the minutes for November 30, 2011 and it was seconded by Commissioner Graves. Roll call vote was taken.

Dwight Graves – Yes  
Ed Paulk – Yes  
Howard Summerford – Yes  
Dale Wyatt – Abstain

Motion carried.

Commissioner Wyatt made a motion to approve the minutes for December 19, 2011 and it was seconded by Commissioner Paulk.

Dwight Graves – Yes  
Ed Paulk – Yes  
Howard Summerford – Yes  
Dale Wyatt – Yes

Motion carried.

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**Director's Report:**

A. The Training Report reflects the preliminary student numbers, but these numbers will change after the final rosters are entered into the database. These numbers will only increase, they will never be less than the report indicates. It's been determined that when the CPAT reporting changed, it skewed the numbers. The reporting will be revised to show the numbers more accurately. The net loss is only 55 students for last fiscal year for on campus courses, and with the current economy, that shows that our numbers held up very well. The first quarter this year compared to the first quarter last year shows a decline of 1,075 students. Field EMT Basic, Hazardous Materials Awareness & Operations, and the Mobile Fire Trainer saw the majority of decline in student numbers. Resident numbers are actually up slightly but the Field numbers are down. A meeting will be held today with the regional staff to discuss strategies and to make sure we find a way to navigate the issue.

**B. Report on Articulation Agreements**

Several months of research and discussion are beginning to culminate in the development of articulation agreements with multiple academic institutions. More of our fire courses will be available for college credit including EMT courses. We are looking for options for our students to complete their degree online.

Efforts have been underway to establish eligibility to receive Veterans Administration tuition funding. We will have a lot of Alabama citizens returning from military duty and they will be searching for Public Safety employment and we need to be ready to accommodate them. We requested a site visit from Postsecondary in June 2011 and have made repeated requests since that time, but we have not heard back from them.

Commissioner Paulk made a motion to seek approval from the Department of Postsecondary Education for Veterans Administration funding. It was seconded by Commissioner Wyatt. Roll call vote was taken.

Dwight Graves – Yes  
Ed Paulk – Yes  
Howard Summerford – Yes  
Dale Wyatt – Yes

Motion carried unanimously.

**C. EMS Program Status Update**

The first Advanced EMT class began on January 5, 2012 with 31 students enrolled. Work continues in preparation for the reestablishment of Paramedic courses in the fall of 2012. The Program Director for Emergency Medicine position will be posted and the search process will be started in late January or early February.

## COMMITTEE REPORTS

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### **Finance:**

Commissioner Paulk said that the committee met January 17, 2012 and discussed the handout stating that the Fire College is operating within the budget. He also explained that the Special Category is the line items for the capital expenditures that were approved last year.

### **Policy & Procedures:**

Commissioner Paulk said that the committee met in Center Point on December 19, 2011. Changes were discussed that involved taking out some language regarding regularly scheduled meetings and some substantial issues, but after consulting with counsel; this will be taken up again at our next meeting.

### **EMS:**

Commissioner Wyatt said the committee did not meet.

## **OLD BUSINESS**

### **A. Approval of Regional Training Center Agreements**

Rice said that the agreement has been received from Prattville City Council and signed by the mayor. Only a minor change was requested and it is in Section 5 entitled Indemnification for City and Fire College.

Commissioner Paulk made a motion to accept the Prattville Regional Training Center Agreement with the insertion of the word "is" in Section 5 to read "It is agreed that ...". It was seconded by Commissioner Graves.

Commissioner Wyatt asked that a signature line be added to Exhibit A for the host agency and the Fire College. Rice said that would be added and that the Commission is only voting on the actual agreement not the Exhibit.

Counsel Boardman explained that the City of Prattville had included the word "is" in Section 5 and this document only reflected a typographical error.

Roll call vote was taken.

Dwight Graves – Yes  
Ed Paulk – Yes  
Howard Summerford – Yes  
Dale Wyatt – Yes

Motion carried unanimously.

Vice-Chairman Boyd asked Counsel Mark Boardman to read the language for the request for Veterans Administration funding.

“Whereas the Alabama Fire College must have approval from the Department of Postsecondary Education for Veterans Administration funding; and

Whereas the Alabama Fire College has requested a site visit and approval for Veterans Administration tuition funding on June 2, 2011, but has yet to receive such approval; and

Whereas in Alabama the Department of Postsecondary Education is responsible for certifying the Alabama Fire College for Veterans Administration tuition funding; and

Whereas, the State of Alabama has many veterans who could use Veterans Administration funding; and

Whereas, many veterans chose to continue their public service upon a return from foreign deployment by becoming a public safety professional;

Now, therefore, be it resolved by the Alabama Personnel Standards Commission at its regular quarterly meeting of January 18, 2012, quorum present, that the Commission requests the Department of Postsecondary Education expedite the process by which the Alabama Fire College becomes eligible for Veterans Administration tuition funding”.

Commissioner Paulk made a motion to accept the language from Counsel Boardman regarding the request for Veterans Administration funding. It was seconded by Commissioner Graves. Roll call vote was taken.

Dwight Graves – Yes  
Ed Paulk – Yes  
Howard Summerford – Yes  
Dale Wyatt – Yes

Motion carried unanimously.

## **NEW BUSINESS**

### **A. Proposed Revisions for Administrative Code**

1. Rice said that the titles of Industrial Fire Brigade certification classes need to be revised to correlate with the recent edition of NFPA 1081. 4 new titles will need to be implemented:

Incipient Industrial Fire Brigade Member  
Advanced Exterior Industrial Fire Brigade Instructor Member  
Interior Structural Industrial Fire Brigade Member  
Industrial Fire Brigade Leader

Commissioner Wyatt made a motion to approve revised titles for Industrial Fire Brigade. It was seconded by Commissioner Paulk. Roll call vote was taken

Dwight Graves – Yes  
Ed Paulk – Yes  
Howard Summerford – Yes

Motion carried unanimously.

2. There has been ongoing discussion for several months at commission meetings and work sessions, to change the process for recertification and re-entry into the fire service. Rice proposed that the expired individuals complete a recertification course. This would not change the process for out of state reciprocity.

Commissioner Paulk made a motion to approve the language to change the process for recertification and re-entry into the fire service in the Code of Alabama 360-X-1-.01 (4) (a):

Any individual who was previously issued Fire Fighter I certification by the commission, and whose Fire fighter I certification has expired, may be recertified by successfully completing a recertification course as prescribed by the commission.

It was seconded by Commissioner Graves. Roll call vote was taken.

Dwight Graves – Yes  
Ed Paulk – Yes  
Howard Summerford – Yes  
Dale Wyatt – Yes

Motion carried unanimously.

These amendments will be on the agenda for the Public Hearing on April 18, 2012.

#### **B. Request for Approval of Reorganization**

Commissioner Paulk made a motion to table the reorganization topic because two commissioners were not present, but to bring it up at the next regularly scheduled meeting or special called meeting. It was seconded by Commissioner Wyatt. Roll call vote was taken.

Dwight Graves – Yes  
Ed Paulk – Yes  
Howard Summerford – Yes  
Dale Wyatt – Yes

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Motion carried unanimously.

Commissioner Wyatt asked that the reorganization be put on the Work Session agenda in February.

#### **BUSINESS FROM VISITORS**

There was none.

## BUSINESS FROM COMMISSION MEMBERS

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Commissioner Paulk requested that the Work Session date be changed as he will be out of state on February 29<sup>th</sup>. After discussion, the commissioners agreed to change the date. There will possibly be a Special Called meeting after the Work Session.

Next Work Session will be February 15, 2012 at 10:00 a.m.

Next Quarterly Commission Meeting will be April 18, 2012 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

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# ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

## Commission Work Session Meeting February 15, 2012

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

Roll call revealed the following members present: Ralph Cobb, Dwight Graves, Roy Mott, Ed Paulk, Howard Summerford, Dale Wyatt and Butch Zaragoza.

### VISITORS

Stan Odom

### MINUTES

Chairman Zaragoza introduced Roy Mott who has been appointed by the Governor for the next four years.

The request for approval of the reorganization of the Fire College was discussed. Executive Director Rice explained the process that was used to achieve the finished organization charts. Job descriptions were handed out for the Commissioner's review. Rice said that this plan does not involve any new hires.

The regional training center agreements with Muscle Shoals and Decatur were discussed.

Commissioner Wyatt requested that the Firefighters Annuity and Benefit Board have an agreement with the Alabama Fire College, to temporarily house this agency with a part-time employee to be paid through a contract with the Annuity Board.

The legislative update regarding the Student's First Act and the State Merit System was discussed. Rice relayed the events that took place at the State House with the Fire College bills.

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No actions were taken.

There being no further discussion, the meeting was adjourned.

Respectfully submitted,



Allan Rice  
Executive Director



Melony L. Carroll  
Secretary



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# ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

## Special Called Commission Meeting February 15, 2012

The meeting was called to order by Chairman Butch Zaragoza at approximately 12:15 p.m. immediately following the adjournment of the preceding Work Session meeting. The meeting was held at the Alabama Fire College in Tuscaloosa, Alabama.

Roll call revealed the following members present: Ralph Cobb, Dwight Graves, Roy Mott, Ed Paulk, Howard Summerford, Dale Wyatt and Butch Zaragoza. Quorum ascertained.

### VISITORS

Stan Odom

### ELECTION OF OFFICERS

Commissioner Paulk made a motion to nominate Butch Zaragoza for the Chairman of the Commission. It was seconded by Commissioner Wyatt. This being the only nomination, the motion carried.

Commissioner Summerford made a motion to nominate Ed Paulk for the Vice-Chairman and it was seconded by Commissioner Wyatt. This being the only nomination, the motion carried.

### MINUTES

Commissioner Cobb made a motion to table the reorganization and it was seconded by Commissioner Graves. Roll call vote was taken.

Ralph Cobb – Yes  
Dwight Graves – Yes  
Roy Mott – No  
Ed Paulk – No  
Howard Summerford – No  
Dale Wyatt – Yes  
Butch Zaragoza – No

Motion did not carry.

Commissioner Paulk made a motion to approve the reorganization and it was seconded by Commissioner Summerford. Roll call vote was taken.

Ralph Cobb – No  
Dwight Graves – No  
Roy Mott – Yes  
Ed Paulk – Yes  
Howard Summerford – Yes  
Dale Wyatt – Yes

Motion carried.

Commissioner Wyatt made a motion to approve the Regional Training Center agreements for Decatur and Muscle Shoals. It was seconded by Commissioner Paulk. Roll call vote was taken.

Ralph Cobb – Yes  
Dwight Graves – Yes  
Roy Mott – Yes  
Ed Paulk – Yes  
Howard Summerford – Yes  
Dale Wyatt – Yes

Motion carried.

Commissioner Paulk made a motion to approve and give the Executive Director the authority to execute an agreement between the Annuity Board, contingent on review of counsel. It was seconded by Commissioner Mott. Roll call vote was taken.

Ralph Cobb – Yes  
Dwight Graves – Yes  
Roy Mott – Yes  
Ed Paulk – Yes  
Howard Summerford – Yes  
Dale Wyatt – Abstain

Motion carried.

Next Quarterly Commission Meeting is April 18, 2012.

Chairman Zaragoza appointed Commissioner Summerford as the chair of the Finance Committee, with Commissioner Graves and Commissioner Mott also on the committee. Finance Committee will meet April 17, 2012 at 3:00 p.m.

The Policy & Procedures and By-Laws Committee will meet April 17, 2012 following the Finance Committee.

Commissioner Wyatt made a motion to adjourn and it was seconded by Commissioner Paulk.

Respectfully submitted,



Allan Rice  
Executive Director



Melony L. Carroll  
Secretary

# ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

## Quarterly Commission Meeting April 18, 2012

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.

The invocation was given by Commissioner Mott and the Pledge of Allegiance was lead by Chairman Zaragoza. Roll call revealed the following members present: Ralph Cobb, Dwight Graves, Roy Mott, Ed Paulk, Howard Summerford, Dale Wyatt and Butch Zaragoza (Attorney Mark Boardman) Quorum ascertained.

### VISITORS

Diana Hewlett, David Boyd, Lisa Boyd, Julie Coffman, Lynn Lybrook, Jimmy Conner, Camille Cochran, Michelle Bass, David Thornburg.

Chairman Zaragoza stated that Governor Bentley signed the Fire College bill at 1:10 p.m. on April 17, 2012, separating the Alabama Fire College from Shelton State Community College and Department of Postsecondary Education. Chairman Zaragoza thanked the fire service for supporting the bill; the Task Force in working together to get the bill written; and for Senator Gerald Allen and Representative John Merrill for their efforts and putting the Task Force together. "We are in a new beginning and we have a major task ahead of us."

### MINUTES

Commissioner Paulk made a motion to approve the minutes for January 18, 2012 and it was seconded by Commissioner Graves. Roll call vote was taken.

Ralph Cobb - Abstain  
Dwight Graves – Yes  
Roy Mott - Abstain  
Ed Paulk – Yes  
Howard Summerford – Yes  
Dale Wyatt – Yes

Motion carried.

Commissioner Wyatt made a motion to approve the minutes for February 15, 2012 Work Session and it was seconded by Commissioner Graves. Roll call vote was taken.

Ralph Cobb - Yes  
Dwight Graves – Yes  
Roy Mott - Yes  
Ed Paulk – Yes  
Howard Summerford – Yes  
Dale Wyatt – Yes

Motion carried.

Commissioner Paulk made a motion to approve the minutes for February 15, 2012 Special Called Meeting and it was seconded by Commissioner Wyatt.

Ralph Cobb - Yes  
Dwight Graves – Yes  
Roy Mott - Yes  
Ed Paulk – Yes  
Howard Summerford – Yes  
Dale Wyatt – Yes

Motion carried.

Chairman Zaragoza presented a plaque to Dr. David W. Boyd. Counsel Boardman read a resolution stating (in summary) that Dr. David W. Boyd is to be highly commended for his honorable service to the people of Alabama and its fire service.

Commissioner Paulk made a motion to adopt the resolution and it was seconded by Commissioner Graves. Motion carried unanimously.

Chairman Zaragoza asked for a report from Executive Director Rice concerning the Public Hearing that was to be held. Rice stated that he didn't feel that a resolution had been reached on the will of the Commission regarding the possibility of an administrative certification for out of state individuals.

Commissioner Graves made a motion to set the administrative certification issue on the May Work Session agenda. It was seconded by Commissioner Summerford. Roll call vote was taken.

Ralph Cobb - Yes  
Dwight Graves – Yes  
Roy Mott - Yes  
Ed Paulk – Yes  
Howard Summerford – Yes  
Dale Wyatt – Yes

Motion carried.

#### **Director's Report:**

**A.** The Training Report shows a decrease in the Field numbers which is on target with the enrollment trends this year. Jimmy Conner, the Regional Services Director, is meeting with his staff to develop a county by county plan to address this issue. On-campus numbers continue to fluctuate back and forth.

#### **B. Legislative Report & Report on Lease of Property**

Executive Director Rice said that Act No. 2012-207 was signed into law on April 17, 2012. Senator Allen has requested a ceremonial signing by the Governor here on our campus with the date and time to be determined. This will be a fire service-wide event to include the Joint Fire Council agencies, as this would not have happened without

the unified effort on the part of the entire fire service and some of our partners outside of the fire service.

A proposed property lease agreement was submitted to the Commissioners. The Commission would relinquish any and all claims to ownership of the Annex Building and would vacate the remainder of that building (current maintenance shop); in exchange, the State Board of Education/Shelton State would agree to lease the current AFC campus for 99 years at \$1 per year and would forgive any charges for fiscal agency services for the current fiscal year (\$298,000.00). The savings from the fiscal agreement would be available for relocation of our maintenance operation to the existing warehouse building. The Commission would have the rights and authority to develop the property. Dr. Heinrich would agree, at their expense, to relocate the fence line to provide physical separation from Shelton State.

Commissioner Paulk made a motion that the Executive Director and the Chairman negotiate and execute the Lease Agreement with the State Board of Education, the Department of Postsecondary Education and Shelton State Community College. It was seconded by Commissioner Wyatt. Roll call vote was taken.

Ralph Cobb - Yes  
Dwight Graves – Yes  
Roy Mott - Yes  
Ed Paulk – Yes  
Howard Summerford – Yes  
Dale Wyatt – Yes

Motion carried.

## **COMMITTEE REPORTS**

### **Finance:**

Commissioner Summerford said that the committee met April 17, 2012 and that the Fire College finances are in order and is operating within the budget.

Commissioner Summerford made a motion to transfer \$10,000 from the Field PT Instructors, \$5,000 from DOD Contractual Services, \$2,500 from DOD Internal Purchases, \$500 from Materials and Supplies. These funds will be transferred to Instructional Support Other Contractual Services. It was seconded by Commissioner Paulk. Roll call vote was taken.

Ralph Cobb - Absent  
Dwight Graves – Yes  
Roy Mott - Yes  
Ed Paulk – Yes  
Howard Summerford – Yes  
Dale Wyatt – Yes

Motion carried.

Commissioner Summerford made a motion to reallocate the remainder of funds from the capital account Plant Furniture and Fixtures, \$25,000 to the capital

account Instructional Support Contractual Services. It was seconded by Commissioner Paulk. Roll call vote was taken.

Ralph Cobb - Yes  
Dwight Graves – Yes  
Roy Mott - Yes  
Ed Paulk – Yes  
Howard Summerford – Yes  
Dale Wyatt – Yes

Motion carried.

Commissioner Summerford made a motion to accept the resolutions:

“Be it resolved that all funds of the Commission shall be kept in the name of the Commission; and that all Commissioners and the Executive Director shall be signatures on said accounts; and further that any withdrawals shall require the signature of any two signatories. This resolution applies to any Commission funds including those maintained at First Federal Bank, Band of Moundville, West Alabama Bank, and any other financial institution.”

It was seconded by Commissioner Paulk. Roll call vote was taken.

Ralph Cobb - Yes  
Dwight Graves – Yes  
Roy Mott - Yes  
Ed Paulk – Yes  
Howard Summerford – Yes  
Dale Wyatt – Yes

Motion carried.

“The Commission authorizes the Executive Director to execute a Memorandum of Understanding or Memorandum of Agreement with Shelton State Community College concerning the Fiscal Agency Agreement or any other agreement concerning the operations of the Commission.”

It was seconded by Commissioner Paulk. Roll call vote was taken.

Ralph Cobb - Yes  
Dwight Graves – Yes  
Roy Mott - Yes  
Ed Paulk – Yes  
Howard Summerford – Yes  
Dale Wyatt – Yes

Motion carried.

“Authorize the Executive Director to hire a payroll service to handle payroll services and a CPA to handle all other financial affairs of the Commission and to sign all necessary documents for both.”

It was seconded by Commissioner Paulk. Roll call vote was taken.

Ralph Cobb - Yes  
Dwight Graves – Yes  
Roy Mott - Yes  
Ed Paulk – Yes  
Howard Summerford – Yes  
Dale Wyatt – Yes

Motion carried.

“Authorize the Executive Director to negotiate and execute all necessary documents with the Teacher’s Retirement System and Public Education Employees’ Health Insurance Plan required to comply with Alabama Code section 36-32-3 (c).”

It was seconded by Commissioner Graves.

Ralph Cobb - Yes  
Dwight Graves – Yes  
Roy Mott - Yes  
Ed Paulk – Yes  
Howard Summerford – Yes  
Dale Wyatt – Yes

Motion carried.

“Authorize the Executive Director to negotiate and execute all necessary documents to procure insurance coverage in at a minimum amounts of coverage existing as of April 1, 2012 and to cover each Commissioner on an executory bond as a signatory on the bank accounts of the Commission.”

Ralph Cobb - Yes  
Dwight Graves – Yes  
Roy Mott - Yes  
Ed Paulk – Yes  
Howard Summerford – Yes  
Dale Wyatt – Yes

Motion carried.

**Policy & Procedures/By-Laws:**

Commissioner Paulk said that the committee met and are recommending, in the form of a motion, some changes in the By-Laws including adopting Roberts Rules of Order (current edition), four votes required for passage of motions and seven days notice for pre-filed motions. It was seconded by Commissioner Graves. Roll call vote was taken.

Ralph Cobb - Yes  
Dwight Graves – Yes  
Roy Mott - Yes  
Ed Paulk – Yes

Howard Summerford – Yes  
Dale Wyatt – Yes

Motion carried.

Commissioner Paulk made a motion to accept Policy & Procedures changes to Policy 601.02, 602.01, 603.01, 606.07, 606.08, 610.02, 615.01, and 615.02. It was seconded by Commissioner Graves. Roll call vote was taken.

Ralph Cobb - Yes  
Dwight Graves – Yes  
Roy Mott - Yes  
Ed Paulk – Yes  
Howard Summerford – Yes  
Dale Wyatt – Yes

Motion carried.

#### **EMS:**

The committee did not meet.

#### **OLD BUSINESS**

##### **A. Recommendation for Appointment of EMS Group Supervisor Position**

Rice explained the hiring process. He said that David Thornburg sat in on the final interviews. The recommendation is to hire Derrick Swanson, as he exceeded the required qualifications.

Commissioner Cobb made a motion to hire Derrick Swanson as EMS Group Supervisor. It was seconded by Commissioner Graves. Roll call vote was taken.

Ralph Cobb - Yes  
Dwight Graves – Yes  
Roy Mott - Yes  
Ed Paulk – Yes  
Howard Summerford – Yes  
Dale Wyatt – Yes

Motion carried.

##### **B. Approval of Regional Training Center Agreement**

Rice asked for approval of the Regional Training Center for the City of Birmingham. The agreement has been signed by Chief Brooks without making any changes.

Commissioner Paulk made a motion to accept the agreement for Birmingham as a Regional Training Center. It was seconded by Commissioner Wyatt. Roll call vote was taken.

Ralph Cobb - Yes  
Dwight Graves – Yes



Roy Mott - Yes  
Ed Paulk – Yes  
Howard Summerford – Yes  
Dale Wyatt – Yes

Motion carried.

## **NEW BUSINESS**

### **A. Proposed Revisions for Administrative Code**

Rice said that revisions need to be made to 360-X-19, the Certified Rescue Technician series. NFPA 1006 is requiring Swift Water Rescue in addition to Surface Water Rescue.

Commissioner Wyatt made a motion to approve 360-X-19-.12 Certified Rescue Technician: Swift Water Rescue. It was seconded by Commissioner Paulk. Roll call vote was taken.

Ralph Cobb - Yes  
Dwight Graves – Yes  
Roy Mott - Yes  
Ed Paulk – Yes  
Howard Summerford – Yes  
Dale Wyatt – Yes

Motion carried.

This amendment will be on the agenda for the next Public Hearing scheduled for July 18, 2012.

## **BUSINESS FROM VISITORS**

There was none.

## **BUSINESS FROM COMMISSION MEMBERS**

Commissioner Graves would like to revisit the needs of the Fire College and check on the feasibility of building an auditorium and a fire station.

Commissioner Paulk made a motion to authorize the Executive Director to start the process by determining the cost of construction for an auditorium and a fire station. It was seconded by Commissioner Graves. Roll call vote was taken.

Ralph Cobb - Yes  
Dwight Graves – Yes  
Roy Mott - Yes  
Ed Paulk – Yes  
Howard Summerford – Yes  
Dale Wyatt – Yes

Motion carried.

Next Work Session will be May 30, 2012 at 10:00 a.m.

Next Quarterly Commission Meeting will be July 18, 2012 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,

A handwritten signature in blue ink, appearing to read "Allan Rice".

Allan Rice  
Executive Director

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

Melony L. Carroll  
Secretary

# ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

## Quarterly Commission Meeting July 18, 2012

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.

The invocation was given by Commissioner Mott and the Pledge of Allegiance was lead by Chairman Zaragoza. Roll call revealed the following members present: Ralph Cobb, Roy Mott, Ed Paulk, Howard Summerford, Dale Wyatt and Butch Zaragoza (Attorney Mark Boardman) Quorum ascertained.

### VISITORS

Greg Wood, Stan Odom, Curtis Poe, Mitzi Coogler

### MINUTES

Commissioner Paulk made a motion to approve the minutes for April 18, 2012 and it was seconded by Commissioner Wyatt. Roll call vote was taken.

Ralph Cobb - Yes  
Roy Mott - Yes  
Ed Paulk – Yes  
Howard Summerford – Yes  
Dale Wyatt – Yes

Motion carried unanimously.

### Director's Report:

- A. The Training Report shows a surge in this most recent quarter, and the addition of Workplace Safety Training numbers.

Chairman Zaragoza asked for an update on the MOU with Shelton State. Rice stated that there wasn't a need for a short term MOU Fiscal Agency Agreement as Shelton State suspended all services in April.

Zaragoza asked about the prospective construction plans. Rice said that there has been some internal discussions and that a more definitive plan would be ready for the Commission at the August Work Session.

The Chairman asked for an update on the lease agreement. Rice said that the lease was drafted and submitted to Shelton State and then went on to Postsecondary. Postsecondary general counsel has the draft lease and is in the process of formatting it to an intergovernmental lease. Shelton State accepted our proposal and we are awaiting Postsecondary and the Board to approve.

Zaragoza stated that a Public Hearing was to be held on the addition of the Rescue Technician: Swift Water Rescue course. Rice explained that the language is ready to

be sent, but with budget preparation, policies and procedures changes, and the reorganization, he asked that this issue and the re-certification process be taken up at the October Quarterly meeting.

Commissioner Paulk made a motion to set a Public Hearing for October 17, 2012 and it was seconded by Commissioner Wyatt. Roll call vote was taken.

Ralph Cobb – Yes  
Roy Mott – Yes  
Ed Paulk – Yes  
Howard Summerford – Yes  
Dale Wyatt – Yes

Motion carried.

## **COMMITTEE REPORTS**

### **Finance:**

#### **1. Report of Fiscal Program**

Executive Director Rice introduced Mitzi Coogler from Echols, Coogler and Associates (the CPA firm the Fire College has contracted with). Rice said they are guiding us through the transition process and are overseeing the implementation of our accounting software. The Fire College will be back on an automated process in the next month or two. The April financial statement was prepared by them. Ms. Coogler stated that they will configure the software to meet the needs of the Commission and the Fire College.

#### **2. FY 2013 Budget**

Commissioner Summerford said that the committee met July 17, 2012 and that the FY 2013 proposed budget, is ready for review. Rice explained some minor details. Commissioner Cobb requested a copy of the projected Regional Map. Commissioner Paulk suggested that the bookstore reserves be put in a separate bookstore reserve account. Rice said that this proposed budget includes a full time business manager, a full time position in testing, and a full time instructor for Workplace Safety Training (which will be funded primarily through their budget).

Commissioner Summerford made a motion to accept the FY 2013 Budget and it was seconded by Commissioner Paulk. Roll call vote was taken.

Ralph Cobb - Yes  
Roy Mott - Yes  
Ed Paulk – Yes  
Howard Summerford – Yes  
Dale Wyatt – Yes

Motion carried unanimously.

Motion carried.

Commissioner Summerford stated that the Fire College is working well within budget.

Commissioner Summerford made a motion to accept the April Financial Statement and it was seconded by Commissioner Paulk. Roll call vote was taken.

Ralph Cobb - Yes  
Roy Mott - Yes  
Ed Paulk – Yes  
Howard Summerford – Yes  
Dale Wyatt – Yes

Motion carried unanimously.

Chairman Zaragoza asked for clarification of the organizational chart. Rice explained that the chart does not include names because these positions have not been filled yet. These jobs will be posted as internal postings. Most, and possibly all, of these positions will be ready to submit at the August Work Session.

### **Policy & Procedures/By-Laws:**

#### **1. Revisions to Personnel Policies**

Commissioner Paulk made a motion to adopt Policy 201.01 Vehicle Usage Policy, Policy 320.02 Bookstore Retail Pricing, Policy 612.06 Dress Code Policy, Merit Increases and Reduction in Force policies (unnumbered at this time). It was seconded by Commissioner Mott. Roll call vote was taken.

Ralph Cobb - Yes  
Roy Mott - Yes  
Ed Paulk – Yes  
Howard Summerford – Yes  
Dale Wyatt – Yes

Motion carried unanimously.

Commissioner Paulk made a motion to adopt amended policies 602.01 Appointment & Assignment of Personnel; 606.01 Compensation; 606.02 Compensation: Part-Time Staff; 607.01 Evaluation of Personnel; 610.01 Leaves With Pay; 611.01 Leaves Without Pay; 612.05 Conduct of Personnel; 615.01 Resignations; and 617.01 Conflicts of Interest. It was seconded by Commissioner Mott. Roll call vote was taken.

Ralph Cobb - Yes  
Roy Mott - Yes  
Ed Paulk – Yes  
Howard Summerford – Yes  
Dale Wyatt – Yes

Motion carried unanimously.

Commissioner Paulk made a motion to delete Policy 603.01 Employee Contracts and Policy 606.08 Benefit Programs and Policies. We are no longer using contracts and both of these policies address contracts.

Commissioner Paulk said that there were several other policies that would be discussed at the August Work Session so they could be presented at the October Quarterly Meeting.

**EMS:**

The committee did not meet.

Chairman Zaragoza stated that a meeting would need to be conducted. Rice said that an advisory committee would need to be developed for CoAEMSP accreditation and he will set that up with Commissioner Graves.

**OLD BUSINESS**

**A. Approval of Regional Training Center Agreement**

Commissioner Wyatt made a motion to approve Dothan Fire Department as a Regional Training Center and it was seconded by Commissioner Paulk. Roll call vote was taken.

Ralph Cobb - Yes  
Roy Mott - Yes  
Ed Paulk – Yes  
Howard Summerford – Yes  
Dale Wyatt – Yes

Motion carried unanimously.

**B. Report on Academic Articulation Agreement**

Rice discussed the Articulation Agreement between the Alabama Fire College and Baker College. This will ensure students with a current Certificate of Completion of Paramedic Training will be awarded 40 quarter hours toward the Associate of Applied Science in Emergency Services Management degree at Baker College.

**NEW BUSINESS**

**A. Executive Director Evaluation**

Chairman Zaragoza asked Commissioners Paulk, Graves and Wyatt to serve on the Executive Director Committee. Zaragoza asked the Commissioners to fill out the Performance Appraisal form for the Director. Commissioner Paulk asked that the results of the appraisal be sent to his email address and stated that the results will be discussed at the August Work Session. Rice said that he would email the form to the Commissioners.

**B. Resolution to Authorize the Executive Director to Request an Opinion from the Attorney General**

Counsel Boardman said that he needed clarification regarding how the Commission may increase the salaries of employees after they are hired.

Commissioner Cobb made a motion to accept the resolution and it was seconded by Commissioner Wyatt. Roll call vote was taken.

Ralph Cobb - Yes  
Roy Mott - Yes  
Ed Paulk – Yes  
Howard Summerford – Yes  
Dale Wyatt – Yes

Motion carried unanimously.

**C. Resolution in Reference to the *Pensacola News-Journal* Political Cartoon**

Council Boardman read the resolution that condemns the cartoon as being disrespectful, insulting, tasteless, uninformed, unfounded, and unsubstantiated attack upon firefighting as a profession and, more specifically, professional firefighters in Alabama.

Commissioner Wyatt made a motion to approve the resolution and that it be sent to the Editorial board of the *Pensacola News-Journal*. It was seconded by Commissioner Cobb. Roll call vote was taken.

Ralph Cobb - Yes  
Roy Mott - Yes  
Ed Paulk – Yes  
Howard Summerford – Yes  
Dale Wyatt – Yes

Motion carried unanimously.

**BUSINESS FROM VISITORS**

Stan Odom from Coaling Volunteer Fire Department requested that EVOC be put into a separate driving only program for fire apparatus.

**BUSINESS FROM COMMISSION MEMBERS**

Commissioner Cobb said there is a simulator that would be advantageous for the Fire College. Rice said that there's a department in Alabama that has an AFG grant for a simulator but they do not have the matching amount needed to get it. Chairman Zaragoza asked for Rice to investigate this further and bring his findings back to the Commission at the August Work Session.

Next Work Session will be August 30, 2012 at 12:00 p.m.

Next Quarterly Commission Meeting will be October 17, 2012 at the Alabama Fire College.

Commissioner Wyatt 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**

## **Quarterly Commission Meeting October 17, 2012**

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.

The invocation was given by Commissioner Mott and the Pledge of Allegiance was led by Chairman Zaragoza. Roll call revealed the following members present: Ralph Cobb, Roy Mott, Ed Paulk, Dale Wyatt and Butch Zaragoza (Attorney Mark Boardman) Quorum ascertained.

### **VISITORS**

Donna Love, Julie Coffman, Greg Wood, Jason Brewer, Sean Kendrick, Jimmy Conner

### **MINUTES**

Commissioner Paulk made a motion to approve the minutes for July 18, 2012, the Special Called minutes for September 12, 2012 and the Work Session minutes for September 12, 2012 and it was seconded by Commissioner Mott. Roll call vote was taken.

Ralph Cobb - Yes  
Roy Mott - Yes  
Ed Paulk – Yes  
Dale Wyatt – Yes

Motion carried unanimously.

### **PUBLIC HEARING**

The first Administrative Code item up for discussion was 360-X-1-.01. The proposed changes would repeal the current requirements for recertification upon re-entry into the fire service, and replace with a requirement that a previously-certified Alabama firefighter whose certification has expired could become recertified by attending a recertification course as prescribed by the Commission.

Director Rice explained that the recertification course would be ready to implement by January 2013 and would possibly be an 80 hour course that would be offered every other month. The Commissioners discussed the proposal for several minutes.

Discussion was opened to the public. Jason Brewer said that he supported this change and felt that this would be helpful to others wanting to get back into the fire service.

Commissioner Paulk made a motion to accept the proposed changes for 360-X-1-.01 General Regulations and Administrative Procedures, for recertification into the fire service and it was seconded by Commissioner Wyatt. Roll call vote was taken.

Ralph Cobb – Yes  
Roy Mott – Yes  
Ed Paulk – Yes

Dale Wyatt – Yes

Motion carried unanimously.

Administrative Code 360-X-5 Certified Fire Investigator series and Certified Accelerant Detection Canine Handler and Certified Explosives Detection Canine Handler, was the next item for discussion. The proposed changes would correct the prerequisites required for these certifications and also correct some typographical errors.

No comments from the public.

Commissioner Paulk made a motion to accept the proposed changes for 360-X-5-.01 through .05, Certified Fire Investigator, and it was seconded by Commissioner Wyatt. Roll call vote was taken.

Ralph Cobb – Yes

Roy Mott – Yes

Ed Paulk – Yes

Dale Wyatt – Yes

Motion carried unanimously.

Next item was 360-X-15 Industrial Fire Brigade. Requirements for Certified Industrial Fire Brigade need to reflect changes in NFPA 1081.

No comments from the public.

Commissioner Paulk made a motion to accept the proposed changes for 360-X-15-.01 through .04, Industrial Fire Brigade, and it was seconded by Commissioner Wyatt. Roll call vote was taken.

Ralph Cobb – Yes

Roy Mott – Yes

Ed Paulk – Yes

Dale Wyatt – Yes

Motion carried unanimously.

Final item was the addition of 360-X-19-.12 Certified Rescue Technician: Swift Water Rescue.

No comments from the public.

Commissioner Paulk made a motion to accept the addition of 360-X-19-.12 Certified Rescue Technician: Swift Water Rescue, and it was seconded by Commissioner Wyatt. Roll call vote was taken.

Ralph Cobb – Yes

Roy Mott – Yes

Ed Paulk – Yes

Dale Wyatt – Yes

Motion carried unanimously.

## **Director's Report:**

**A.** The Training Report shows a student increase of approximately 7,000 since 2007.

**B.** Report on Property Lease

The Lease Agreement between Shelton State Community College and the Commission has been drafted. Rice stated that the lease will accomplish a 99 year lease at \$1.00 per year. We will relinquish any ownership claim to the annex building, Shelton State will not bill us for last year's fiscal agency agreement which is a net windfall of \$298,000.00 to us. Shelton State will absorb the cost of re-routing the fence line. A survey will be done to develop a legal description of the leased property. We are asking permission to tie any future construction into Shelton's sewer line. These are general terms. There might be minor adjustments.

**C.** Report on Building Project

Rice reported that he has asked Hal Gandy from PH&J Architects to submit his proposals at the November Work Session for the Commission to review.

**D.** Report on Grant Partnership

The City of Fort Payne has received an AFG Grant for an apparatus driving simulator. We are in the discussion phase to partner with them. We would help them with the match which is about \$85,000.00. A conference call recently occurred with Rice, Mr. Boardman, their city attorney and their fire chief. Fort Payne would own and house the simulator, but the Fire College would have access to it and would be able to transport it around the state to provide driver safety training. The Commissioners agreed that they wanted to continue discussion with the City of Fort Payne and come to an agreement to partner with them.

## **COMMITTEE REPORTS**

### **Finance:**

#### **1. Adoption of Fiscal Policies**

Commissioner Mott reported that the Finance Committee did not have a quorum on October 16, 2012 but stated that the Fire College is on target to stay within the budget.

Commissioner Zaragoza asked Mike Echols from Echols, Coogler and Associates to review the financial report. Echols said that their goal is to stay within the budget and to have the financial statements by the 15<sup>th</sup> of the month. Echols discussed the Finance Specialist position and how that person will be working closely with their firm. Rice stated that he has asked both Mike Echols and Mitzi Coogler to serve on the Search Committee. Applications are coming in and we hope to fill the position by the first of December.

The new Fiscal Policies were introduced to the Commission.

Commissioner Paulk made a motion to accept Policy 301.02, 302.01, 303.02, 304.01, 304.02, 307.01, 307.02, 309.01, 310.02, 315.01, 316.01, 371.01, 318.01, 319.01, 320.01, 321.01 and 324.01. It was seconded by Commissioner Wyatt. Roll call vote was taken.

Ralph Cobb – Yes  
Roy Mott – Yes  
Ed Paulk – Yes  
Dale Wyatt – Yes

Motion carried unanimously.

Commissioner Mott made a motion to authorize the Executive Director to negotiate and sign the necessary documents to re-invest the 2.3 million dollar CD. It was seconded by Commissioner Wyatt. Roll call vote was taken.

Ralph Cobb – Yes  
Roy Mott – Yes  
Ed Paulk – Yes  
Dale Wyatt – Yes

Motion carried unanimously.

## **Policy & Procedures/By-Laws:**

### **1. Adoption of Personnel Policies**

Commissioner Paulk made a motion to adopt Policy 602.04 Employment of Persons Convicted of Felonies or Crimes Involving Moral Turpitude; 602.05 Employment Applicant Drug Testing; 613.01 Drivers' Drug and Alcohol Testing; and 624.01 Reduction in Force. It was seconded by Commissioner Mott. Roll call vote was taken.

Ralph Cobb - Yes  
Roy Mott - Yes  
Ed Paulk – Yes  
Dale Wyatt – Yes

Motion carried unanimously.

### **2. Final Adoption of By-Laws**

Commissioner Paulk made a motion to approve the adoption of the By-Laws. It was seconded by Commissioner Mott. Roll call vote was taken.

Ralph Cobb – No  
Roy Mott – Yes  
Ed Paulk – Yes

Dale Wyatt – Yes

Motion carried.

With the adoption of these By-Laws, the Chairman of the Commission will now vote.

**EMS:**

The committee did not meet. Chairman Zaragoza asked Commissioner Wyatt to chair the EMS Committee. Rice suggested that the Commission's EMS Committee members become part of the EMS Program Advisory Committee.

There is proposed legislation and/or regulatory changes that we need to be involved in pertaining to EMS educational requirements.

**Executive Director Evaluation:**

Commissioner Paulk stated that the Executive Director Evaluations have been collected and the scores compiled, and Mr. Rice exceeds standards in all seven categories.

Commissioner Paulk made a motion to add an agenda item allowing a motion to execute a three year contract extension. It was seconded by Commissioner Mott. Roll call vote was taken.

Ralph Cobb – Yes  
Roy Mott – Yes  
Ed Paulk – Yes  
Dale Wyatt – Yes  
Butch Zaragoza - Yes

Motion carried unanimously.

Commissioner Paulk made a motion to authorize the Chairman of the Commission to execute a three year contract extension for the Executive Director. It was seconded by Commissioner Mott. Roll call vote was taken.

Ralph Cobb – Yes  
Roy Mott – Yes  
Ed Paulk – Yes  
Dale Wyatt – Yes  
Butch Zaragoza – Yes

Motion carried unanimously.

**OLD BUSINESS**

**A. Regional Training Center Approvals**

Commissioner Paulk made a motion to approve Fort Rucker, Fort Payne, Shelby County and Orange Beach/Columbia Southern as Regional Training Centers with

the Director to sign the agreements on behalf of the Commission. It was seconded by Commissioner Wyatt. Roll call vote was taken.

Ralph Cobb – Yes  
Roy Mott – Yes  
Ed Paulk – Yes  
Dale Wyatt – Yes  
Butch Zaragoza – Yes

Motion carried unanimously.

#### **B. Shelton State Community College Foundation Settlement Agreement**

Chairman Zaragoza asked Attorney Mark Boardman to report on the Shelton State Foundation agreement for the Woodlawn Litigation. Boardman said that the recovery amount would be \$16,205.10. A proposal to settle has been agreed upon by all parties including the Attorney General.

Commissioner Paulk made a motion to approve the settlement agreement between the Shelton State Community College Foundation and the Alabama Fire College in the amount of \$16,205.10. It was seconded by Commissioner Cobb. Roll call vote was taken.

Ralph Cobb – Yes  
Roy Mott – Yes  
Ed Paulk – Yes  
Dale Wyatt – Yes  
Butch Zaragoza – Yes

Motion carried unanimously.

### **NEW BUSINESS**

#### **A. Proposed Agreement with Tuscaloosa City Schools**

Rice explained how training could occur with Tuscaloosa City Schools students being taught on our campus.

Commissioner Wyatt made a motion to execute the necessary documents and authorize the Executive Director to sign an agreement with the Tuscaloosa City Board of Education to conduct firefighter training to vocational students. It was seconded by Commissioner Paulk. Roll call vote was taken.

Ralph Cobb – Yes  
Roy Mott – Yes  
Ed Paulk – Yes  
Dale Wyatt – Yes  
Butch Zaragoza – Yes

Motion carried unanimously.

## **BUSINESS FROM VISITORS**

There was none.

## **BUSINESS FROM COMMISSION MEMBERS**

Chairman Zaragoza asked for an update on EVOC. Rice stated that a course is being worked on for an EVOC course for apparatus driver.

The Regional map was distributed and Rice explained that only two Regional Coordinators are full time employees and the rest are hourly employees.

The Organizational Chart was explained by Rice.

Next Work Session will be November 29, 2012 at 9:00 a.m.

Committee meetings will meet November 28, 2012 at 3:00 p.m.

Next Quarterly Commission Meeting will be January 16, 2013 at the Alabama Fire College.

Commissioner Paulk made a motion to adjourn the meeting. Commissioner Mott 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 12, 2012

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

Roll call revealed the following members present: Roy Mott, Ed Paulk, Howard Summerford, and Butch Zaragoza. Quorum ascertained. (Attorney Mark Boardman)

### VISITORS

Stan Odom, Carl Johnson

### MINUTES

Chairman Zaragoza called for an Executive Session.

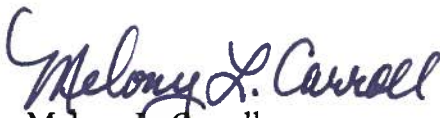
Counsel Mark Boardman stated:

“I certify, as a lawyer licensed in the State of Alabama, that this Executive Session is to discuss legal ramifications of and legal opinions for either pending litigations or controversies not yet being litigated but imminently likely to be litigated or those imminently likely to be litigated if the Commission pursues a certain course of action”.

The meeting reconvened, no actions were taken. Commissioner Paulk made a motion to adjourn and it was seconded by Commissioner Summerford.

Respectfully submitted,

  
Allan Rice  
Executive Director

  
Melony L. Carroll  
Secretary



# ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

## Commission Work Session Meeting September 12, 2012

The meeting was called to order by Chairman Butch Zaragoza at 10:45 a.m. The meeting was held at the Alabama Fire College in Tuscaloosa, Alabama.

Roll call revealed the following members present: Roy Mott, Ed Paulk, Howard Summerford, and Butch Zaragoza.

### VISITORS

Stan Odom, Carl Johnson, Mike Echols

### MINUTES

Chairman Zaragoza introduced Mike Echols from Echols, Coogler and Associates. Echols gave an overview of the fiscal program including the accounting software implementation, the Finance Specialist position and a draft of the fiscal policies.

There was discussion on Administrative Code changes, a new building project, the Executive Director Evaluation process, and the career/technical education partnership with Tuscaloosa city schools.

The next Work Session will be November 28, 2012.

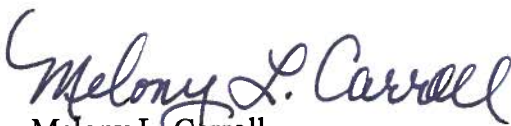
No actions were taken.

There being no further discussion, the meeting was adjourned.

Respectfully submitted,



Allan Rice  
Executive Director



Melony L. Carroll  
Secretary

# ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

## Policy & Procedures Review Committee

November 28, 2012

2:00 p.m.

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

### Visitors

None

### Meeting Minutes

Chairman Paulk called the meeting to order. Committee member Howard Summerford was present. Also in attendance were Commissioners Cobb, Wyatt, and Zaragoza, Director Rice and Melony Carroll.

The Committee members discussed the potential creation of an administration certification to be issued to fire chiefs hired from outside Alabama who have been hired to work within the state. Director Rice provided an example of the Special Certificate of Compliance from the State of Florida. Discussion was held by all parties related to how to implement such a concept. It was determined that the process should have multiple routes for compliance and should consider one's experience, education, and/or test results when challenging one or more of Alabama's certification tests, such as Firefighter I & Fire Officer I. Director Rice was instructed to bring a draft policy to the January Commission meeting.

Additional discussed was held regarding clarification on how the CPAT requirement should be applied to the four processes for becoming a fire fighter in Alabama, which consist of recruit school, bridge, recertification & reciprocity. Chairman Paulk suggested the discussion be continued at the work session. Commissioner Summerford stated there was a State 911 Board meeting in October 2013 and that there will be consideration of a requirement for 911 dispatchers in Alabama to be trained & certified.

No action was taken.

Meeting adjourned.

Respectfully submitted,



Ed Paulk, Chairman



Jennifer Hodo, Secretary

# ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

**Finance Committee Meeting  
November 28, 2012  
3:00 p.m.**

The meeting was called to order by Chairman Summerford. The meeting was held at the Alabama Fire College in Tuscaloosa, Alabama. Committee members present were Roy Mott and Howard Summerford. Also present was Commissioner Paulk.

**Visitors - Accountant Mike Echols**

## **Meeting Minutes**

Director Rice reported on the selection of Jessica Morris for the Finance Specialist position and how the hiring process was conducted. Ms. Morris is to start her position on December 3<sup>rd</sup>. Mr. Echols commented on the quality of her experience with a large local accounting firm.

Mike Echols discussed the proposals for the independent audit. There were seven requests mailed out and three firms submitted responses. Based on cost, location and knowledge of our operations, Jamison Money Farmer of Tuscaloosa was the chosen firm. They configured and installed our accounting software system as we assumed responsibility for our financial management. Director Rice stated that these services were typically exempt from competitive bid under Alabama law; however, our new legislation requires that the outside auditing firm be selected by a competitive process and this was handled accordingly.

Discussion was held on the solicitation for certificate of deposit rates from local banks. Rate quotes were requested on several combinations of amounts totaling \$2,300,000 million and for a variety of different periods of investment. Only one bank responded and quoted .21% for 6 months, .25% for 9 months, .31% 12 months, .35% for 24 months, .4 for 36 months. Commissioner Summerford stated he felt there should be better rates available for that amount of funds.

Mr. Echols distributed a draft year-end financial statement. He reported that his firm has filed required reports with the State Department of Finance and also has requested from them data from the previous two years to do a comparison. Mr. Echols is working to verify data previously submitted on our behalf. He stated that we will be audited for the period from May 1<sup>st</sup> until September 30<sup>th</sup> 2012 and Shelton state will be audited for the first five months of the fiscal year.

No motion was made and no action was taken.

The meeting was adjourned.

Respectfully submitted,



Howard Summerford, Chairman



Jennifer Hodo, Secretary

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

## **Commission Work Session Meeting November 29, 2012**

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: Roy Mott, Ralph Cobb, Ed Paulk, Dale Wyatt, Howard Summerford, and Butch Zaragoza.

### **VISITORS**

Attorneys Mark Boardman and Carl Johnson, as well as Architect Hal Gandy were present.

### **MINUTES**

Commissioner Howard Summerford reviewed the Finance Committee meeting from the previous day. Jamison Money Farmer has set up our accounting software. The Finance Specialist position has been filled through the normal search process. The search committee was composed of Donna Love, Derrick Swanson, Eddie McCall, Teresa Stone & Mitzi Coogler (Echols and Coogler, PC). There were fourteen total applicants, with nine being selected for the search committee interview. Three finalists were selected and Allan Rice and Mike Echols (Echols and Coogler, PC) conducted the final interviews. Jessica Morris was determined to be the most qualified and she started work on December 3<sup>rd</sup>. She has a Masters in Accounting and is a Certified Public Accountant.

Commissioner Wyatt gave a report on the EMS Advisory Board meeting. They elected a chair and vice chair from among the membership of the committee, which consists of representatives from clinical agencies, fire departments, ambulance services, program faculty and current students. He stated that the program should complete the accreditation process for COAMPS by 2014. Chairman Zaragoza asked about the size of the advisory committee and Commissioner Wyatt said it was composed of approximately twenty to twenty-five members.

The Policies/Procedures Committee report was given by Commissioner Paulk. They would like to see a policy recommendation allowing out-of-state fire chiefs to be certified to work in the State of Alabama. Discussion revealed that the policy should consider some combination of education, experience and/or challenge of one or more of our state tests. Discussion was also held regarding a possible CPAT requirement.

There was a five minute recess.

Architect Hal Gandy presented several draft designs and site plans for the proposed new building. He was the original architect when the campus was built. The Commissioners reviewed the drawings and discussed the various options available for design and site placement. All Commissioners were in favor of the maintenance shop being relocated to the existing warehouse, with necessary modifications, rather than to the new building.

Director Rice provided an update on the Regional Training Centers. Training will begin at some RTCs in January. We are still working on getting finalized agreements with two RTCs. A draft training calendar was provided to each RTC for classes we are asking them to host. They are also encouraged to propose additional classes as needed.

The land lease for our campus was approved by the State Board of Education and will require a survey. The lease is for a ninety-nine year term for \$1.00 per year. We will relinquish any claim to the Annex Building and will have 180 days from the date of signing the lease to vacate. We have an upcoming meeting with Steve Fair, the Acting President of Shelton State, to discuss relocation of the fence around the Annex Building.

We are still pursuing the release of personnel files from Shelton State. They are to provide copies and will remain the holder of all originals. Melony received copies of several files but not all that were requested. This has been communicated to Shelton State and should be resolved soon.

We continue to pursue our share of the restitution that has been collected by Postsecondary over the past four years. We are entitled to 30% of all payments they receive and the first payment to us was due in September. Director Rice stated he will continue to pursue this.

We have been approved for VA benefits to be used by students taking our fire training classes, and we are still waiting to get conformation on approval for EMS courses.

The draft FY2012 annual report was presented to the Commission for review.

No formal action was taken.

There being no further discussion, the meeting was adjourned.

Respectfully submitted,



Allan Rice  
Executive Director



Jennifer Hodo  
Secretary

# ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

## Special Called Commission Meeting November 29, 2012

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

Roll call revealed the following members present: Roy Mott, Ed Paulk, Ralph Cobb, Howard Summerford, Dale Wyatt, and Butch Zaragoza. Dwight Graves was not present.

### VISITORS

Attorneys Mark Boardman and Carl Johnson

### MINUTES

Chairman Zaragoza indicated the need for an executive session.

Counsel Mark Boardman stated:

“I certify, as a lawyer licensed in the State of Alabama, that this Executive Session is to discuss legal ramifications of and legal opinions for either pending litigations or controversies not yet being litigated but imminently likely to be litigated or those imminently likely to be litigated if the Commission pursues a certain course of action”.

A motion to move into executive session was made by Commissioner Paulk and seconded by Commissioner Wyatt. The motion passed unanimously.

The meeting reconvened at approximately 10:25 a.m. Chairman Zaragoza stated no action was taken during the executive session. Commissioner Paulk made a motion to adjourn and it was seconded by Commissioner Summerford.

Respectfully submitted,



Allan Rice  
Executive Director



Jennifer Hodo  
Secretary

# ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

## Special Called Commission Meeting December 14, 2012

The meeting was called to order by Chairman Butch Zaragoza at 9:00 a.m. The meeting was held at the Pelham Municipal Court Building in Pelham, Alabama.

Roll call revealed the following members present: Roy Mott, Ed Paulk, Ralph Cobb, Howard Summerford, Dwight Graves, Dale Wyatt, and Butch Zaragoza. Attorneys Mark Boardman and Carl Johnson were also present.

### MINUTES

Chairman Zaragoza indicated the need for an executive session.  
Counsel Mark Boardman stated:

“I certify, as a lawyer licensed in the State of Alabama, that this Executive Session is to discuss legal ramifications of and legal options for either pending litigations or controversies not yet being litigated but imminently likely to be litigated or those imminently likely to be litigated if the Commission pursues a certain course of action”.

A motion to move into executive session was made by Commissioner Wyatt and seconded by Commissioner Graves. The motion passed unanimously.

The meeting reconvened at approximately 9:30 a.m. Chairman Zaragoza stated no action was taken during the executive session.

Commissioner Paulk made the following motion:

“Pursuant to the settlement reached, William Warren is to be placed into the newly-created position of Unit Leader or Group Supervisor, job description attached, and all policies and procedures are hereby exempted and suspended to implement this settlement agreement.”

The motion was seconded by Commissioner Graves. The motion passed unanimously.

Commissioner Wyatt made a motion to create and fund an additional position at the level of Unit Leader or Group Supervisor. Commissioner Paulk seconded the motion and it passed unanimously.

Mr. Boardman reported that the pending (and currently incomplete) request for an Attorney General opinion on merit raises will be withdrawn, to be submitted later by the Executive Director, with the approval of the Commission.

There being no further business, the meeting was adjourned at 9:35 am.

Respectfully submitted,



Allan Rice  
Executive Director (also serving as Secretary for this meeting)