

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Quarterly Commission Meeting January 16, 2013

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, Howard Summerford, Dale Wyatt and Butch Zaragoza (Attorney Mark Boardman) Quorum ascertained.

VISITORS

Greg Wood with Alabama Forestry, Jimmy Connor, Melony Carroll and Jessica Morris

MINUTES

Commissioner Paulk made a motion to approve the minutes for October 17, 2012; Policy and Procedures Review Committee, November 28, 2012; Finance Committee, November 28, 2012; Work Session, November 29, 2012; Special Called, November 29, 2012; Special Called, December 14, 2012, and it was seconded by Commissioner Summerford. Roll call vote was taken.

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

Motion carried unanimously.

Director's Report:

A. The Training Report shows a surge in this most recent quarter. Our students are up this year by 450.

B. Report on Building Program

Rice stated that Mr. Gandy from PH&J Architects will be sending drawings of revisions and overall cost. Competitive pricing will help cost. Final adoption should be ready by April's meeting.

C. Report on Strategic Plan

There are five main objectives in the strategic plan: higher education, training, support, customer service and public resources. Rice said the plan is a template for the organization's activities. Commissioner Wyatt requested that Professional Associations be added.

D. Dr. Wayne Echols has retired and is no longer handling governmental relations.

COMMITTEE REPORTS

Finance:

1. Report of Fiscal Program

Commissioner Summerford stated the fire college is operating in the black. The Committee has received and reviewed the November draft financial statement.

Policy & Procedures/By-Laws:

The committee did not meet.

EMS:

The committee did not meet.

OLD BUSINESS

A. Approval of Regional Training Center Agreements

Commissioner Paulk made a motion to approve Anniston as a Regional Training Center and Ozark and Eufaula Fire Departments as Extension Centers. 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
Butch Zaragoza - Yes

Motion carried unanimously.

B. Report on Driving Simulator Agreement with City of Ft. Payne

Rice and Boardman worked with Mr. Rocky Watson, City Attorney for Fort Payne attorney, on mutual compliance issues related to the grant.

Commissioner Wyatt made the following motion:

“To authorize the Executive Director to execute the attached Agreement with the City of Fort Payne and to authorize the expenditures of money required by the Agreement. The Commission authorizes the Executive Director the power to work with the City of Fort Payne to effectuate the Agreement and the Fire College use of the driving simulator.”

Motion 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
Butch Zaragoza - Yes

Motion carried unanimously.

NEW BUSINESS

A. Declaration of Surplus Property

Commissioner Paulk made the following motion:

“Pursuant to the statutory power of the Commission to delegate to the Executive Director such powers and functions in the administration of the affairs of the Alabama Fire College, the Commission hereby delegates to the Executive Director the duty to and power to declare surplus any personal property and to dispose of such in accordance with State procedures.”

Motion 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
Butch Zaragoza - Yes

Motion carried unanimously.

BUSINESS FROM VISITORS

There was none.

BUSINESS FROM COMMISSION MEMBERS

Commissioner Summerford submitted his resignation from the Personnel Standards Commission. He has accepted the position of Director of the Jefferson County 911 system. He will continue to serve until his replacement has been elected by the Alabama Firefighter's Association and confirmed by the Senate.

Commissioner Paulk made a motion to post a sign for Commission open meetings. 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
Butch Zaragoza - Yes

Motion carried unanimously.

Chairman Zaragoza requested that the local legislators be given an update on where we are since our separation and for the agenda packet be placed on the AFC website.

Next Work Session will be February 27, 2013 at 10:00 a.m. at the Alabama Fire College.

Next Quarterly Commission Meeting will be April 17, 2013 at 9:00 a.m. 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



Jennifer Hodo
Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Quarterly Commission Meeting April 17, 2013

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. A moment of silence was held for the victims of the Boston bombing. Roll call revealed the following members present: Ralph Cobb, Roy Mott, Ed Paulk, Dale Wyatt and Butch Zaragoza (Attorney Mark Boardman). Quorum was ascertained.

VISITORS

Greg Wood, Jimmy Conner, Jessica Morris, Melony Carroll, Larry Jarvis, Julie Coffman, Dennis Coffman, Lynn Lybrook, Kevin Lybrook, Phil Hughes, Diana Hewlett, Jason Jackson, Seth Hudson, Trevor Atkins, Marty McElroy, Rick Gregg, Linda Putnam, Cindy Woods, Teresa Stone, Christy Ryland, Pat Hamilton, Debra Bush, Reid Vaughan, Cindy Walker, Debbie Hicks, David Thornburg, Donna Barrett, Sandra Holloway, Jeff Roberts and Bailey Price

Executive Director Rice recognized AFC employees Julie Coffman and Lynn Lybrook on their upcoming retirements. He stated that there would be a formal reception on April 23, 2013. Chairman Zaragoza presented them both with table top awards and thanked them for their service to the Alabama Fire College.

MINUTES

Commissioner Paulk made a motion to approve the minutes for January 16, 2013 and 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.

Director's Report:

- A. The Training Report shows a surge in this most recent quarter with YTD enrollment at 4517. Overall the quarterly numbers are down 250 from this time last year.

Rice stated that the IFSAC Site Visit Team will be here June 4 – 6, 2013. He stated that they may ask for a few of the Commissioners to participate so they can hear from the governing authority about the institution.

Rice reported that Cengage/Delmar is getting out of the public safety publishing market. The review process is underway for a recommendation of a new FFI/II

textbook. This recommendation will be presented in the July Quarterly Commission Meeting.

The Regional Coordinators have met to develop training plans for every county in their region. The Line of Duty Death Response Program training has been delivered and all coordinators are prepared to respond as needed.

The high school partnership for grades 9 through 12 has been launched. Students statewide will be able to enter the bridge program after high school. Several counties have contacted us to request support in establishing programs for the next school year. The curriculum will be provided by AFC and we will assist school systems in identifying a local certified fire instructor.

The instructor of the year recognition was presented to Chief Gary Patrick from Silverhill VFD. He will attend FDIC in April.

Modifications were made to the Strategic Plan to include all firefighter associations. Reciprocity student numbers have been added to the database for tracking purposes.

The bombing incident in Boston spurred the development of a four-hour seminar in training for explosives emergencies for fire and EMS personnel. These seminars will be conducted in May.

Chairman Zaragoza asked which Commissioners would be available for IFSAC Site visit. Commissioner Wyatt said he would be available.

COMMITTEE REPORTS

Finance:

Commissioner Mott reported that the fire college is operating on target.

1. Approval of Funds Transfer Request

Commissioner Mott made a motion to transfer \$28,000.00 from Field/Equipment (capital) over to IT/Finance Contractual Services (capital). The motion 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.

Commissioner Mott made a motion to transfer \$240,000.00 from unallocated funds over to the operational budget and to pay \$42,938.04 in settlement costs from reserve funds. 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.

Commissioner Mott made a motion to have Finance Committee members' signatures on all accounts along with the Executive Director rather than the signatures of every Commission member. The motion 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 was carried unanimously.

Policy & Procedures/By-Laws:

The committee did not meet.

EMS:

The committee did not meet.

OLD BUSINESS

A. Approval of Changes to Administrative Code

1. Commissioner Paulk made a motion to approve the proposed language for the Special Certification for Fire Chief. The motion 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. Approval of Building Program Plan

A request was made to proceed with selection of an architect for the new building program.

Commissioner Wyatt made a motion to use the RFP process for selecting an architect. The motion 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. Approval of Changes to Administrative Code

1. Rapid Intervention Crew Certification

Commissioner Wyatt made motion to approve the proposed language for Certified Rapid Intervention Crew Member and Commissioner Cobb seconded it. 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 no business from visitors.

BUSINESS FROM COMMISSION MEMBERS

Chairman Zaragoza asked for an update from counsel regarding pending legal issues. Rice and Boardman received an order of continuance regarding the pending litigation. No trial date has been set.

Commissioner Cobb made a motion to reschedule the next quarterly meeting from July 17, 2013 to July 24, 2013 and Commissioner Wyatt seconded. Roll call vote was taken.

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

Motion carried unanimously.

Next Work Session will be May 29, 2013

Next Quarterly Commission Meeting will be July 24, 2013 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



Jennifer Hodo
Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Quarterly Commission Meeting July 24, 2013

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 was ascertained.

VISITORS

James E. Conner, Mary Beth Finn, Jessica Morris, Bailey Price, Eddie McCall, Holly Whigham, Kim Davis, Jamie LeVert

MINUTES

Commissioner Wyatt made a motion to approve the minutes for the April 16, 2013 Finance Committee Meeting and the April 17, 2013 Quarterly Commission Meeting. 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.

PUBLIC HEARING

Chairman Zaragoza opened the floor for discussion of the Special Certification for Fire Chief. He asked if Executive Director Rice has received any communication on this and Rice said he had not. The Chairman asked if any visitor had a comment and there was none. The Chairman asked for a roll call vote.

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

Motion carried.

Chairman Zaragoza opened the floor for discussion of the Rapid Intervention Crew Member. He asked if Executive Director Rice has received any communication on this and Rice said he had not. The Chairman asked if any visitor had a comment and there was none. The Chairman asked for a roll call vote.

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

Motion carried.

Director's Report:

- A. The Training Report shows the quarterly numbers are up 299 from this time last year.

Rice reported that: training is increasing in each county in the state of Alabama; the Training Section is dramatically improving the quality of AFC course evaluations by using software to track data, thereby increasing our efforts to improve courses and to review instructor effectiveness; and the articulation agreement with University of West Alabama opens up a whole new pathway for firefighters and paramedics to receive a Bachelor of Science in Technology.

Rice gave special recognition to Kim Davis, Reid Vaughan, Mary Beth Finn and the Testing/Certification staff for their work having thirty-seven levels submitted for the IFSAC Site Visit.

The high school partnerships are moving quickly with nine school systems that have hired facility and are ready to provide our programs. The goal is for a high school student to graduate and, once they have turned 18, to immediately take the test for Certified Volunteer Firefighter and possibly Basic EMT. They will then only need the Bridge Program to be career ready if they choose that path.

COMMITTEE REPORTS

Finance:

Committee Chairman Mott made a motion to approve the May Financial Statement as presented and to approve the allocation of funds for \$20,000.00 of reserve funds for electrical work in the maintenance shop. Roll call vote was taken.

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

Motion carried unanimously.

Committee Chairman Mott made a motion to approve the 2014 Budget. Roll call vote was taken.

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

Motion carried unanimously.

Policy & Procedures/By-Laws:

Committee Chairman Paulk made a motion to make two changes to Policy 708.08 Physical and Cognitive Requirements for Certification; Accommodations for Certification Exams.

1. To eliminate a conflict between the current policy and the Alabama Administrative Code related to the requirement of a high school diploma or GED
2. To change the amount of time necessary to provide disability accommodations from five days to ten days due to our Regional campus offerings. Roll call vote was taken.

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

Motion carried unanimously.

EMS:

Committee Chairman Wyatt was not in attendance for the Advisory Committee meeting and asked Rice to give a report. Rice said that a nationally-renowned speaker from Texas came and spoke for a 16 hour seminar to help with Paramedic pass rate. We are still pursuing accreditation with CoAEMPs and are operating under a Letter of Intent, which qualifies our graduates to take the national Registry of EMTs examination.

OLD BUSINESS

A. Selection of architect for new building/renovation project

Rice stated that an RFP has been issued and 18 responses have been received. Rice recommended that a committee be selected to define the criteria needed to make a selection. Chairman Zaragoza appointed the Commission as a whole with himself being the chairman of this committee that will work with Rice and the AFC staff. Rice will bring four or five selections to present to the Commission at a Special Called meeting.

B. Approval of Extension Training Center agreements

Commissioner Wyatt made a motion to approve the Extension Center Agreement with the City of Tallassee. 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 approve the Extension Center Agreement with the City of Thorsby, contingent upon the signature of an elected official or the city council, or minutes from the council meeting giving the fire chief the authority to execute the agreement. 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 Wyatt made a motion to approve the Extension Center Agreement with the City of Albertville. 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.

Commissioner Paulk made a motion to approve the Extension Center Agreement with the City of Florence. 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.

C. Approval of Regional Training Center agreement

Commissioner Wyatt made a motion to approve the Regional Training Center Agreement with the City of Huntsville. 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.

NEW BUSINESS

A. Approval of new textbook for Firefighter I

The Review Committee recommended the IFSTA Essentials of Firefighting Handbook for Firefighter I based on NFPA standards, the support materials and cost comparison. Commissioner Wyatt made a motion to approve IFSTA Essentials of Firefighting Handbook and 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 appointed all Commission members to each Commission Committee: Commissioner Mott was appointed chair of the Finance Committee; Commissioner Paulk was appointed chair of the Policy & Procedures/By-Laws Committee; Commissioner Wyatt was appointed chair of the EMS Committee.

Chairman Zaragoza recommended having the Work Sessions at 10:00 a.m. the day before the Quarterly meetings.

Next Work Session will be October 15, 2013 at 10:00 a.m.

Next Quarterly Commission Meeting will be October 16, 2013 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,

A handwritten signature in blue ink, appearing to read "AR", with a stylized flourish at the end.

Allan Rice
Executive Director

A handwritten signature in blue ink, reading "Melony Carroll" in a cursive script.

Melony Carroll
Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Special Called Commission Meeting October 7, 2013

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

Roll call revealed the following members present: Dwight Graves, Ed Paulk, Howard Summerford (arrived during the presentations) and Butch Zaragoza. Quorum ascertained. (Attorney Mark Boardman)

VISITORS

Crawford Nixon, and representatives from: Rob Walker Architects, Marcum Architects, Ellis Architects, Ward-Scott Architecture and Aho Architects

MINUTES

Chairman Zaragoza called the meeting to order. Executive Director Rice explained that several architectural firms would be presenting their ideas for the new building. These presentations are being filmed so that the Commissioners that are not in attendance would be able to view them.

Ellis Architects gave their presentation, followed by Marcum Architects, Ward-Scott Architecture, Rob Walker Architects and ending with Aho Architects. Chairman Zaragoza let each presenter know that the Commission would be meeting on October 15, 2013 for a Work Session to discuss the presentations and then to vote on a firm at the Quarterly Commission meeting on October 16th.

After a brief recess the meeting reconvened.

Rice explained the bid summary sheet for the generator bid. The low bid was Premier Service and Rice recommended accepting the bid.

Commissioner Paulk made a motion to accept Premier Service's bid of \$196,042.00 and it was seconded by Commissioner Graves. Roll call vote was taken.

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

Motion carried unanimously.

Chairman Zaragoza asked for an Executive Session.

Commissioner Graves made a motion to go into executive session and it was seconded by Commissioner Summerford. Roll call vote was taken.

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

Motion carried unanimously.

Counsel Mark Boardman stated:

“As an attorney licensed to practice in Alabama, I certify to the Commission that the Commission can meet in executive session to discuss the legal ramifications of and legal options for pending litigation, controversies not yet litigated but imminently likely to be litigated, or controversies imminently likely to be litigated if the Commission pursues a proposed course of action. Any action the Commission takes, however, must be deliberated in public.”

The meeting reconvened after the fifteen-minute executive session.

Commissioner Paulk made a motion to pay to Druid City Hospital the sum of \$15,000.00 to settle the medical bill charges from DCH, including Northport DCH, regarding Myrio Archibald. It was seconded by Commissioner Graves. Roll call vote was taken.

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

Motion carried unanimously.

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

Quarterly Commission Meeting October 16, 2013

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 was ascertained.

VISITORS

Jimmy Conner, Terry Brown, Greg Wood, Jessica Morris

MINUTES

Commissioner Paulk made a motion to approve the Quarterly minutes for July 24, 2013. 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 approve the Special Called minutes for October 7, 2013 and 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.

Chairman Zaragoza requested an update on personnel health issues.

Executive Director Rice stated that Cindy Woods is currently fighting breast cancer, has undergone chemo, and is about to start radiation. She continues to come to work as much as she can and has been the recipient of donated time from our employees to keep her on the payroll.

Phil Hughes has undergone multiple by-pass surgery several weeks ago and is recovering well. He is planning to return to work as soon as he is released from his doctor.

Wayne Murry is facing multiple by-pass surgery today in Huntsville.

Curtis Poe, who was our Fire Group Supervisor before he left to take a job in Afghanistan, has been diagnosed with cancer of the spine.

Rice asked the Commission to remember these families.

Director's Report:

- A. The Training Report shows the quarterly numbers are up 19% compared to last year's fourth quarter.

Our Paramedic pass rate continues to exceed the state and national pass rate. Our staff is to be commended.

We participate very actively in the North American Fire Training Directors (NAFTD) which includes all 50 states and 8 Canadian Provinces. At the annual conference in Nova Scotia a couple of weeks ago, Rice was elected President for a two year term.

COMMITTEE REPORTS

Finance:

Committee Chairman Mott made a motion to approve the July Financial Statement. Roll call vote was taken.

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

Motion carried unanimously.

Policy & Procedures/By-Laws:

Committee Chairman Paulk made a motion to adopt Certified Rescue Technician: Wilderness Rescue I (360-X-19-.01) and Certified Rescue Technician: Wilderness Rescue II (360-X-19-.02) and Certified Honor Guard Member (360-X-26-.01). Roll call vote was taken.

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

Motion carried unanimously.

EMS:

Committee Chairman Wyatt sated that no meeting had been held.

OLD BUSINESS

A. Selection of architect for building project

Chairman Zaragoza stated that the Committee as a whole has selected Aho Architects for the building project. 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 Executive Director to sign the Aho contract that meets the guidelines of the state Building Commission. 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.

B. Approval of Extension Training Center agreement for the City of Bay Minette

Commissioner Paulk made a motion to approve the Extension Training Center agreement with the City of Bay Minette. 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

Commissioner Paulk made a motion to settle court case 63-CV-2011-900477-JHE for \$2000.00, subject to Attorney General's approval. 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.

Commissioner Paulk made a motion to settle Board of Adjustment Claim Number 359-2012001 for \$7,500.00. 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.

Commissioner Paulk made a motion to hire Crawford Nixon as a construction manager for construction of the Fire College's proposed new building and related construction services, and to ratify the previous action by the Executive Director regarding consulting with Mr. Nixon. 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.

BUSINESS FROM VISITORS

Terry Brown of Prattville said that the Regional Training Center concept is working well and he thanked the Commission and the Director for their leadership in allowing self-sponsored students. Prattville has hired five and they are very pleased with these hires.

BUSINESS FROM COMMISSION MEMBERS

Chairman Zaragoza requested Commissioner Wyatt to submit a re-appointment letter from the Professional Firefighters Association.

Commissioner Paulk made a motion to seek Attorney General's opinion clarifying which Commission appointment is the Governor's and which is the Lt. Governor's. 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.

Commissioner Cobb made a motion asking the Attorney General "Does the language in the Alabama Code Section 36-32-2 (a) stating "*No Commissioner may serve more than two consecutive terms*" apply to current sitting Commissioners who already have served one or more terms?" 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.

Next Work Session will be January 14, 2014 at 10:00 a.m. Committee meetings will immediately follow the Work Session.

Next Quarterly Commission Meeting will be January 15, 2014 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 Carroll
Secretary