

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Commission Work Session Meeting January 14, 2014

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

VISITORS

Jennifer Jones, Jessica Morris, Mike Echols

MINUTES

Jennifer Jones gave the Aho Architects presentation for the new building project, showing two renderings for the Commissioners to choose from.

Mike Echols presented a 3-year history of the financial statements for Gulf Coast Emergency Response Academy. The Commissioners discussed the potential industrial training partnership.

Upcoming agenda items were discussed regarding the Quarterly Commission meeting and the Public Hearing: the financial statements; DOD revenue; Regional travel budgets; EMS instructor costs; Administrative Code changes; new clerical position; and capital request for the website.

The next Work Session will be April 15, 2014.

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

Quarterly Commission Meeting January 15, 2014

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 Cobb 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 was ascertained.

VISITORS

Jimmy Conner, Phil Hughes, Skip Kittrell, Terry Brown, Greg Wood, Sandra Mott, Jessica Morris, Frank Higgins, David Thornburg, Sandra Mott and Wayne Murry

MINUTES

Commissioner Paulk made a motion to approve the Quarterly minutes for October 16, 2013. It was seconded by Commissioner Wyatt. Roll call vote was taken.

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

Motion carried.

PUBLIC HEARING

Chairman Zaragoza asked if any visitors would like to comment on the adoption of Rescue Technician: Wilderness Rescue I and II and Honor Guard Member. There were none. There were also no comments submitted in writing or by electronic mail.

Commissioner Wyatt made a motion to approve Certified Rescue Technician: Wilderness Rescue I and II (360-X-19-.13-.01 and .02) 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.

Commissioner Wyatt made a motion to approve Certified Honor Guard Member (360-X-26-.01) 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
Butch Zaragoza - Yes

Motion carried unanimously.

Chairman Zaragoza closed the Public Hearing.

Director's Report:

- A. The Training Report shows the quarterly numbers are up 13% compared to last year's first quarter.

There was an architect update at the Work Session yesterday and we will be finalizing the design soon. There will be a groundbreaking event and we will invite the fire service community when that time comes.

We are very pleased with the direction our curriculum department is taking. Lisa McLeod has been on board for several weeks and she is helping us to overhaul our entire curriculum process.

The Fire Chiefs Executive Development Conference is February 4-7, 2014 at the Bryant Conference Center.

We currently have six articulation agreements in place with two more (Troy University and Jacksonville State University) under development. Marion Military Institute is still interested in offering a public safety track and we will continue to pursue this with them following the completion of their SACS reaccreditation visit within the next few months.

There are eight K-12 school systems that are offering the firefighter or EMS certification career program. The teacher training for faculty will be here on our campus in the fall as they did last year.

The draft of the Annual Report was given to the Commissioners.

Wayne Murry has undergone bypass surgery and is recovering well. Phil Hughes has been back at work after his bypass surgery and Cindy Woods has received good reports after her chemo and radiation treatments. Curtis Poe has been diagnosed with cancer in his spinal column and has had surgery.

Chairman Zaragoza announced the retirement of Wayne Murry after 28 years of service to the Alabama Fire College and presented him with a retirement award. Executive Director Rice invited everyone to a reception for Wayne following the Commission meeting.

COMMITTEE REPORTS

Finance:

Committee Chairman Mott made a motion to approve the financial statements for Fiscal Year 2013 and for November of Fiscal Year 2014. 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
Butch Zaragoza - Yes

Motion carried unanimously.

Committee Chairman Mott made a motion to approve the allocation of \$25,000 for enhancements and upgrades to the AFC website. 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.

Policy & Procedures/By-Laws:

Committee Chairman Paulk made a motion to adopt changes to Certified Volunteer Firefighter and Firefighter I by requiring the medical pre-requisite to reflect requirements prescribed in NFPA 1001. 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
Butch Zaragoza – Yes

Motion carried unanimously.

Committee Chairman Paulk made a motion to change the pre-requisite of Rescue Technician: Cave Rescue from Rescue Technician: Rope Rescue I to Rescue Technician: Rope Rescue II. 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.

EMS:

Committee Chairman Wyatt stated that the advisory board had met and that the Paramedic program is one year ahead of schedule for submission of the independent self- study report which is required for accreditation.

OLD BUSINESS

Commissioner Paulk made a motion to rescind a previous motion to seek an Attorney General opinion 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
Butch Zaragoza – Yes

Motion carried unanimously.

NEW BUSINESS

Executive Director Rice requested approval of a new position of Finance Clerk to include a transfer of the remainder of funds earmarked for contractual services.

Commissioner Paulk made a motion to approve the Finance Clerk position and to transfer funds for this position. 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
Butch Zaragoza – Yes

Motion carried unanimously.

BUSINESS FROM VISITORS

There was none.

BUSINESS FROM COMMISSION MEMBERS

Next Work Session will be April 15, 2014. Committee meetings will immediately follow the Work Session.

Next Quarterly Commission Meeting will be April 16, 2014 at the Alabama Fire College.

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

Meeting adjourned.

Respectfully submitted,



Allan Rice
Executive Director



Melony Carroll
Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Commission Work Session Meeting April 15, 2014

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: Joey Darby, Russell Ledbetter, Roy Mott, Ed Paulk and Butch Zaragoza. (Attorney Mark Boardman)

VISITORS

Jessica Morris

MINUTES

There was a general discussion of matters to be discussed at the upcoming quarterly meeting set for April 16, 2014.

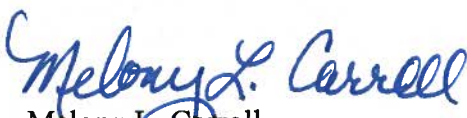
The next Work Session will be July 15, 2014.

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

Quarterly Commission Meeting April 16, 2014

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, Joey Darby, Russell Ledbetter, Roy Mott, Dale Wyatt and Butch Zaragoza (Attorney Mark Boardman). Quorum was ascertained.

VISITORS

Jimmy Conner, Greg Wood, Howard Summerford, Jessica Morris, Alicia Weatherby, Gary Sparks, Michael Whaley, Debbie Hicks and the majority of the Alabama Fire College staff.

RECOGNITION OF RETIREE

Chairman Zaragoza thanked Debbie Hicks for her years of service to the Alabama Fire College and the fire service. He presented her with a retirement award from the Commission and the Alabama Fire College.

RECOGNITION OF COMMISSIONERS' SERVICE

Chairman Zaragoza announced Commissioner Ralph Cobb's term would be ending in July. Commissioner Cobb has served on the Commission since 2006 and a plaque was presented to him in recognition of his service.

Howard Summerford was awarded a plaque in recognition of his service since 2011.

Dwight Graves was not in attendance, but a plaque will be sent to him in recognition of his service since 2005.

INTRODUCTION OF NEWLY APPOINTED COMMISSIONERS

Commissioner Joey Darby (Chief of Foley Fire Department) was appointed by the Alabama Association of Fire Chiefs and Commissioner Russell Ledbetter (Chief of Trussville Fire Department) was appointed by the Alabama Firefighter's Association.

MINUTES

Commissioner Cobb made a motion to approve the Quarterly minutes for January 15, 2014 and the Work Session on January 14, 2014. It was seconded by Commissioner Wyatt. Roll call vote was taken.

Ralph Cobb - Yes
Joey Darby - Abstain
Russell Ledbetter - Yes
Roy Mott - Yes

Dale Wyatt - Yes
Butch Zaragoza - Yes

Motion carried.

PUBLIC HEARING

Chairman Zaragoza opened the floor for comments regarding 360-X-2; changing the requirements for Certified Firefighter. There were none. Executive Director Rice stated that there had been no public comments submitted in writing or by electronic mail or telephone.

Commissioner Mott made a motion to approve the proposed changes to Requirements for Certified Firefighter (360-X-2-.01 and .02). It was seconded by Commissioner Wyatt. Roll call vote was taken.

Ralph Cobb - Yes
Joey Darby - Yes
Russell Ledbetter – Yes
Roy Mott - Yes
Dale Wyatt - Yes
Butch Zaragoza - Yes

Motion carried unanimously.

Chairman Zaragoza opened the floor for comments regarding 360-X-19; changing the requirements for Certified Rescue Technician. There were none. Executive Director Rice stated that there had been no public comments submitted in writing or by electronic mail or telephone.

Commissioner Wyatt made a motion to approve the proposed changes to Requirements for Certified Rescue Technician: Cave Rescue (360-X-19-.08). It was seconded by Commissioner Darby. Roll call vote was taken.

Ralph Cobb - Yes
Joey Darby - Yes
Russell Ledbetter – Yes
Roy Mott - Yes
Dale Wyatt - Yes
Butch Zaragoza - Yes

Motion carried unanimously.

Chairman Zaragoza closed the Public Hearing.

Director's Report:

- A. The Training Report shows the quarterly numbers are up 13% compared to last year's second quarter. We should be on target to break 23,000 students this year.

COMMITTEE REPORTS

Finance:

Committee Chairman Mott made a motion to approve the March 2014 financial statement and it was seconded by Commissioner Ledbetter. Roll call vote was taken.

Ralph Cobb - Yes
Joey Darby - Yes
Russell Ledbetter – Yes
Roy Mott - Yes
Dale Wyatt - Yes
Butch Zaragoza - Yes

Motion carried unanimously.

Policy & Procedures/By-Laws:

Commissioner Mott made a motion to amend Certified Apparatus Operator: Mobile Water Supply (360-X-7-.04) by removing the requirement to be a Certified Fire Fighter I or Certified Volunteer Fire Fighter. It was seconded by Commissioner Darby. Roll call vote was taken.

Ralph Cobb - Yes
Joey Darby - Yes
Russell Ledbetter – Yes
Roy Mott - Yes
Dale Wyatt - Yes
Butch Zaragoza - Yes

Motion carried unanimously.

EMS:

Rice introduced the EMS Advisory Committee Chair Alicia Weatherby, who is the Advanced Clinical Nurse Educator at Druid City Hospital.

OLD BUSINESS

Commissioner Wyatt made a motion to accept the donation of a mobile burn trailer from Smiths Station VFD and it was seconded by Commissioner Ledbetter. Roll call vote was taken.

Ralph Cobb - Yes
Joey Darby - Yes
Russell Ledbetter – Yes
Roy Mott - Yes
Dale Wyatt - Yes
Butch Zaragoza - Yes

Motion carried unanimously.

Commissioner Darby made a motion to approve the Daphne Extension Training Center Agreement and it was seconded by Commissioner Ledbetter. Roll call vote was taken.

Ralph Cobb - Yes
Joey Darby - Yes
Russell Ledbetter – Yes
Roy Mott - Yes
Dale Wyatt - Yes
Butch Zaragoza - Yes

Motion carried unanimously.

NEW BUSINESS

Executive Director Rice requested approval of a Clerk III position that will be the Bookstore Lead. This will be an internal transfer.

Commissioner Mott made a motion to approve the Clerk III position and it was seconded by Commissioner Cobb. Roll call vote was taken.

Ralph Cobb - Yes
Joey Darby - Yes
Russell Ledbetter – Yes
Roy Mott - Yes
Dale Wyatt - Yes
Butch Zaragoza - Yes

Motion carried unanimously.

BUSINESS FROM VISITORS

There was none.

BUSINESS FROM COMMISSION MEMBERS

Next Work Session will be July 15, 2014. Committee meetings will immediately follow the Work Session.

Next Quarterly Commission Meeting will be July 16, 2014 at the Alabama Fire College.

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

Meeting adjourned.

Respectfully submitted,


Allan Rice
Executive Director


Melony Carroll
Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Special Called Commission Meeting May 7, 2014

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.

Chairman Zaragoza called the meeting to order. Commissioner Mott gave the invocation and Chairman Zaragoza lead the Pledge of Allegiance.

Roll call revealed the following members present: Joey Darby (by phone), Russell Ledbetter, Roy Mott, Ed Paulk, Dale Wyatt and Butch Zaragoza. Quorum ascertained. (Attorney Mark Boardman)
Chairman Zaragoza confirmed that state law does not allow voting by phone therefore Commissioner Darby would not be voting.

VISITORS

Kendra Key, Jimmy Conner, Reid Vaughan, Mary Beth Finn, Tim Aho, Jennifer Jones, Jessica Morris

MINUTES

Tim Aho presented the Commission with the results of the bid for the new construction and renovation project.

Commissioner Paulk made a motion to award the bid to Civicon, LLC for the campus new construction and renovations building project with the amendment to allow the Executive Director to sign the contract and letter of intent. It was seconded by Commissioner Mott. Roll call vote was taken.

Russell Ledbetter – Yes
Roy Mott – Yes
Ed Paulk – Yes
Dale Wyatt – Yes
Butch Zaragoza – Yes

Motion passed unanimously.

Executive Director Rice discussed the need for realignment of the organizational chart. The Fire Marshal's office typically houses the Public Education division in other states and Rice feels that since the Fire College has had some staffing changes that this would be a good time to phase out that division. Rice would like to continue supplying public education, but through Regional Coordinators and adjuncts rather than a full time staff person. With our current vacancy in Certification this person could apply to transfer from Public Education to Certification without any additional cost to the Fire College. It would actually be a savings since we will only be paying for the one full time position instead of the two that we previously had on payroll. Rice would like this realignment to occur by October 1, 2014.

Commissioner Paulk made a motion to approve the graduated elimination of the Public Education Specialist and reclassify the position of Certification Clerk to Certification

Coordinator and authorize the Executive Director to fulfill the wishes of the Commission. It was seconded by Commissioner Ledbetter. Roll call vote was taken.

Russell Ledbetter – Yes
Roy Mott – Yes
Ed Paulk – Yes
Dale Wyatt – Yes
Butch Zaragoza – Yes

Motion passed unanimously.

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

Respectfully submitted,



Allan Rice
Executive Director



Melony L. Carroll
Secretary

AHO ARCHITECTS, LLC

265 Riverchase Parkway East
Suite 204
Hoover, Alabama 35244

(205) 983-6000 F: (205) 983-6001



May 02, 2014

**Mr. Allan Rice, Executive Director and
Commissioners of the Personnel Standards Commission
Alabama Fire College and Personnel Standards Commission
2501 Phoenix Drive
Tuscaloosa, AL 35405**

Via E-mail Attachment
[original by US Mail]

**Re: Certified Tabulation of Bids
New Building and Renovation of Existing Space, BC # 2013544; Aho Architects # 13020**

Dear Mr. Rice and Commissioners of the Personnel Standards Commission:

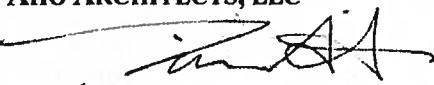
Enclosed herewith for your information and records is the Certified Tabulation of Bids for the project referenced above. Bids were received on May 1, 2014 at 2:00 p.m. in accordance with the legal Advertisement for Bids and Addenda. We have reviewed all bids received and recommend awarding the project to the low bidder, Civicon, LLC (GC License # 44395).

We are pleased that the base bid from each bidder is within the declared budget. Per the Building Commission's Instructions to Bidders (ABC Form C-2), since the base bid of the lowest bidder does not exceed the declared budget, the deductive alternates do not need to be taken. If desired, you may take any of the alternates because with any selection of alternates in any number or sequence, the determination of low bidder does not change. The declared budget, listed in the legal Advertisement for Bids, is \$2,944,624.00. We recommend that the Alabama Fire College and Personnel Standards Commission award the Base Bid with no Deductive Alternates for a total price of \$2,380,000.00, which is Civicon's bid.

Civicon is willing to begin pre-construction preparations such as shop drawings if the Alabama Fire College and Personnel Standards Commission chooses to issue them a Letter of Intent. As we discussed a few weeks ago, your willingness to issue a Letter of Intent and their willingness to proceed with pre-construction preparations under this letter is a critical factor in attempting to complete the Renovation portion of the project in time to host the scheduled event in that space on September 24, 2014. Actual construction would not begin until contracts are fully executed and the Building Commission has issued an official Notice to Proceed. We recommend that the College and the Commission make an official determination of award as soon as possible to give the Contractor as much time as possible to complete the Renovation. Once you have made your determination, please let us know, and we will prepare the appropriate contracts for execution. Thank you very much.

Sincerely,

AHO ARCHITECTS, LLC


Timothy A. Aho, NCARB, AIA
President / CEO

Encl.: Certified Tabulation of Bids

Cc: Mr. Edward Paulk, State Fire Marshal, Commissioner, Owner's Representative
Ms. Mary Beth Finn, Section Chief, Alabama Fire College, Owner's Representative
Ms. Katherine Lynn, Alabama Building Commission

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION
NEW BUILDING AND RENOVATION OF EXISTING SPACE
 B.C. # 2013544
AHO ARCHITECTS, LLC NO. 13020
As tabulated below, bids were received May 1, 2014, 2:00pm at the Alabama Fire College & Personnel Standards Commission - Tuscaloosa, AL.

TABULATION OF BIDS

CONTRACTOR	LICENSE NUMBER	BONDING COMPANY OR BID SECURITY	ADDENDA 1 - 6 RECEIVED	BASE BID (incl. notations)	Ded. Alternate #1 (incl. notations)	Ded. Alternate #2 (incl. notations)	Ded. Alternate #3 (incl. notations)	TOTAL BID (w/AIAs)	Unit Price 1 (Add'l San. Sewer Piping per L.F.)	Unit Price 2 (Remove/Replace Soil Per C.Y.)	Accounting of Sales Tax Form C-3/A Provided?	NOTATIONS (included in amounts listed)	REMARKS
Clifton, LLC	44395	Fidelity and Deposit Company of Maryland	Yes	\$ 2,380,000.00	\$ (30,000.00)	\$ (21,000.00)	\$ (117,545.00)	\$ 2,211,455.00	\$ 80.00	\$ 21.00	Yes	"Deduct \$10,000 from base bid"	
N.C. Morgan Construction Co., Inc	15820	Travelers Casualty and Surety Company of America	Yes	\$ 2,381,000.00	\$ (30,425.00)	\$ (10,580.00)	\$ (117,345.00)	\$ 2,222,650.00	\$ 40.00	\$ 25.00	Yes	"Wt. \$45,000.00 deduct"	
Bullard-Cook, Inc.	19830	Travelers Casualty and Surety Company	Yes	\$ 2,414,000.00	\$ (28,000.00)	\$ (15,000.00)	\$ (89,300.00)	\$ 2,281,700.00	\$ 24.00	\$ 25.00	Yes	none	
Duncan & Thompson Constr. Services, LLC	22254	Travelers Casualty and Surety Company of America	Yes	\$ 2,499,614.00	\$ (30,397.00)	\$ (24,775.00)	\$ (122,464.00)	\$ 2,321,978.00	\$ 34.00	\$ 35.00	Yes	"Wt. Deduct \$196, A13 Deduct \$4775, A14 Deduct \$72,464"	
Kyser Construction, LLC	42467	International Fidelity Insurance Company	Yes	\$ 2,511,000.00	\$ (30,000.00)	\$ (20,000.00)	\$ (90,000.00)	\$ 2,371,000.00	\$ 100.00	\$ 40.00	Yes	"Deduct base bid *489,000. Add A13 \$10,000"	See Note 1
Metro D Construction, LLC	15522	Travelers Casualty and Surety Company of America	Yes	\$ 2,637,958.00	\$ (29,751.00)	\$ (21,159.00)	\$ (90,386.00)	\$ 2,496,672.00	\$ 40.00	\$ 18.00	Yes	"Deduct from BB \$411,032, Deduct from A1: \$1,155; Add to A3: \$60,386"	
Psalms Construction, Inc.	37111	Hudson Insurance Group	Yes	\$ 2,824,700.00	\$ (24,670.00)	\$ (21,630.00)	\$ (93,706.00)	\$ 2,684,694.00	\$ 30.00	\$ 28.00	Yes	"Add \$24,700 to BB"	
Murray Building Company	44167	Travelers Casualty and Surety Company of America	Yes	\$ 2,856,119.00	\$ (29,250.00)	\$ (16,474.00)	\$ (107,744.00)	\$ 2,702,651.00	\$ 25.00	\$ 36.00	Yes	"Deduct BB: 143,261; Deduct A1: 28,250; Deduct A2: 16,474; Deduct A3: 107,744"	

NOTES:
 1. In every case, the mathematical intent of bid modifications by envelope notation was verified with the bidder. Dollar amounts shown in each tabulation column above show the resulting amount after adjustment by any notations listed in the "notations" column as right.
 2. Rep. could not confirm whether notation to add to A13 was intended to increase or decrease the deduction, but agreed this interpretation was consistent and resulted in a price generally consistent with other bidders.

I certify that the above bids were received sealed and were publicly opened and read aloud at the time and place indicated, and that this is a true and correct tabulation of all bids received for this project.

Sworn and subscribed before me this 2nd day of May, 2014.

By: Aho Architects, LLC


Notary Public
 My Commission Expires 1/4/2018
 Timothy A. Aho, NCARB, AIA, President/CEO



ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Commission Work Session Meeting June 30, 2014

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: Joey Darby (by phone) Russell Ledbetter, Roy Mott, Dale Wyatt and Butch Zaragoza. (Attorney Mark Boardman)

VISITORS

Jessica Morris

MINUTES

Chairman Zaragoza called for an Executive Session. Attorney 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."

Commissioner Darby did not participate by phone during the Executive Session. After forty-five minutes the meeting reconvened. No action was taken during the Executive Session.

The draft budget proposal for FY 15 was discussed in detail.

There was a general discussion of Fire College matters including discussion of a proposed position for Workplace Safety Training program to be discussed at the upcoming quarterly meeting set for July 16, 2014.

The next Work Session will be July 15, 2014.

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

Commission Work Session Meeting July 15, 2014

The meeting was called to order by Chairman Butch Zaragoza at 2:00 p.m. The meeting was held at the Alabama Fire College in Tuscaloosa, Alabama.

Roll call revealed the following members present: Joey Darby, Mike Green, Russell Ledbetter, Roy Mott, Ed Paulk, Dale Wyatt and Butch Zaragoza. (Attorney Mark Boardman)

VISITORS

Steve Case and Jessica Morris

MINUTES

There was a general discussion of matters to be discussed at the upcoming quarterly meeting set for July 16, 2014.

Commissioner Paulk made a motion to approve the 2015 Budget and it was seconded by Commissioner Wyatt. Roll call vote was taken.

Joey Darby – Yes
Mike Green – Yes
Russell Ledbetter – Yes
Roy Mott – Yes
Ed Paulk – Yes
Dale Wyatt – Yes
Butch Zaragoza - Yes


The next Work Session will be October 14, 2014.

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

Quarterly Commission Meeting July 16, 2014

The meeting was called to order by Vice-Chairman Ed Paulk 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 Vice-Chairman Paulk. Roll call revealed the following members present: Joey Darby, Mike Green, Russell Ledbetter, Roy Mott, Ed Paulk, and Dale Wyatt (Attorney Teresa Petelos). Quorum was ascertained.

VISITORS

Jimmy Conner, Jessica Morris, Gary Sparks, Alan J. Martin, Dustin Sheppard, Duke Moore, Ben Steward, Wade Buckner, Reid Vaughan, Mary Beth Finn, David Thornburg, Dallis Johnson

RECOGNITION OF RETIREES

Vice-Chairman Paulk thanked Karen Blackwood and Eddie Pugh for their years of service to the Alabama Fire College and the fire service. They were not able to attend the meeting but retirement awards from the Commission and the Alabama Fire College will be mailed to them.

MINUTES

Commissioner Wyatt made a motion to approve the Quarterly minutes for April 16, 2014, the Work Session on April 15, 2014, the Special Called meeting on May 7, 2014 and the Work Session on June 30, 2014. It was seconded by Commissioner Ledbetter. Roll call vote was taken.

Joey Darby – Yes
Mike Green – Yes
Russell Ledbetter – Yes
Roy Mott – Yes
Ed Paulk - Yes
Dale Wyatt - Yes

Motion carried.

PUBLIC HEARING

Vice-Chairman Paulk opened the floor for comments regarding 360-X-7-.04 Certified Apparatus Operator: Mobile Water Supply, changing the requirements from a Certified Fire Fighter or Certified Volunteer Fire Fighter, to the age requirement of 18.

There were no comments. Executive Director Rice stated that there had been no public comments submitted in writing or by electronic mail or telephone.

Commissioner Wyatt made a motion to approve the proposed changes to Requirements for Certified Apparatus Operator (360-X-7-.04). It was seconded by Commissioner Mott.

Roll call vote was taken.

Joey Darby – Yes
Mike Green – Yes
Russell Ledbetter – Yes
Roy Mott – Yes
Ed Paulk - Yes
Dale Wyatt - Yes

Motion carried unanimously.

Director's Report:

- A. The Training Report shows the quarterly numbers are up 21% compared to last year's third quarter. This is a direct result of the Regional Training Centers and the hard work from the field staff.

COMMITTEE REPORTS

Finance:

Committee Chairman Mott made a motion to approve the March 2015 operating budget. Roll call vote was taken.

Joey Darby – Yes
Mike Green – Yes
Russell Ledbetter – Yes
Roy Mott – Yes
Ed Paulk - Yes
Dale Wyatt - Yes

Motion carried unanimously.

Committee Chairman Mott made a motion to approve capital funds in the amount of \$125,000 to extend power service and related construction to the new building, drill field and maintenance shop. Roll call vote was taken.

Joey Darby – Yes
Mike Green – Yes
Russell Ledbetter – Yes
Roy Mott – Yes
Ed Paulk - Yes
Dale Wyatt - Yes

Committee Chairman Mott made a motion to approve capital funds in the amount of \$50,000 for the design and construction related to interior renovations of the main building. Roll call vote was taken.

Joey Darby – Yes
Mike Green – Yes
Russell Ledbetter – Yes
Roy Mott – Yes

Ed Paulk - Yes
Dale Wyatt - Yes

Policy & Procedures/By-Laws:

No report

EMS:

Director Rice introduced Dr. Dustin Sheppard, AFC's new Medical Director.

OLD BUSINESS

There was none.

NEW BUSINESS

A resolution was presented to Chief Alan J. Martin commending his leadership and dedication to the Alabama fire service.

BUSINESS FROM VISITORS

There was none.

BUSINESS FROM COMMISSION MEMBERS

Next Work Session will be October 14, 2014. Committee meetings will immediately follow the Work Session.

Next Quarterly Commission Meeting will be October 15, 2014 at the Alabama Fire College.

Commissioner Wyatt made a motion to adjourn the meeting. Commissioner Darby 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

Commission Work Session Meeting October 14, 2014

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

Roll call revealed the following members present: Joey Darby, Mike Green, Russell Ledbetter, Roy Mott, Ed Paulk, Dale Wyatt and Butch Zaragoza. (Attorney Mark Boardman)

VISITORS

Reid Vaughan and Jessica Morris

MINUTES

Executive Director Rice told the Commissioners about the Rules of Engagement Posters that the Alabama Fire College is sponsoring. These posters will be distributed at the Fire Department Instructors Conference (FDIC) in April 2015.

A sub-committee was formed to evaluate the necessity of tuition increases for the upcoming year. Commissioner Mott will be the chair, along with Commissioner Darby and Commissioner Wyatt.

The Finance Committee and the Policy and Procedures/By Laws Committee both met with no action taken.

There was general discussion of matters to be considered at the upcoming quarterly meeting set for October 15, 2014.

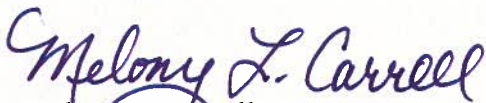
The next Work Session will be January 20, 2015.

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

Quarterly Commission Meeting October 15, 2014

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: Joey Darby, Mike Green, Russell Ledbetter, Roy Mott, Ed Paulk, Dale Wyatt and Butch Zaragoza (Attorney Mark Boardman). Quorum was ascertained.

VISITORS

Jimmy Conner, Jessica Morris, Alan J. Martin, Reid Vaughan, Mary Beth Finn, Terry Brown

MINUTES

Commissioner Green made a motion to approve the Quarterly minutes for July 16, 2014 and the Work Session on July 15, 2014. It was seconded by Commissioner Wyatt. Roll call vote was taken.

Joey Darby – Yes
Mike Green – Yes
Russell Ledbetter – Yes
Roy Mott – Yes
Ed Paulk - Yes
Dale Wyatt – Yes
Butch Zaragoza - Yes

Motion carried.

Director's Report:

- A. The final rosters have not all come in yet, but it looks like our final numbers of students trained this fiscal year is approximately 25,400 which is an increase of about 10 percent over last year.

The Firefighter Memorial Service was conducted last week, with 5 families attending. Our guest speaker was Ryan Parrott who was a former United States Navy Seal in Iraq. Ryan was burned during an attack and after his discharge from the Navy, founded an organization called Sons of the Flag. This is a national burn survivor resource and support unit operating in several states. He also spoke to our recruit class and shared his Seal training and commitment and dedication and his service.

Fire Explorer Weekend is coming up. We anticipate between 150 and 200 fire explorers on campus.

We are working on a partnership with Alabama Natural Gas Association to formulate a curriculum and props in order to have a statewide program. This should improve safety for the firefighters and the public.

The Commission has approved the budget to hire 4 new employees: Rick Gregg, Ray Grantham, Kimberly Rodriguez and Tiffany Lyons.

COMMITTEE REPORTS

Finance:

Committee Chairman Mott made a motion to approve the FY 2015 operating budget behind Tab B in the Commission packet. It was seconded by Commissioner Wyatt. Roll call vote was taken.

Joey Darby – Yes
Mike Green – Yes
Russell Ledbetter – Yes
Roy Mott – Yes
Ed Paulk - Yes
Dale Wyatt – Yes
Butch Zaragoza - Yes

Motion carried unanimously.

Policy & Procedures/By-Laws:

Commissioner Paulk made a motion to adopt Policy 620.01 Employee Grievance Policy. It was seconded by Commissioner Ledbetter. Roll call vote was taken.

Joey Darby – Yes
Mike Green – Yes
Russell Ledbetter – Yes
Roy Mott – Yes
Ed Paulk - Yes
Dale Wyatt – Yes
Butch Zaragoza - Yes

Motion carried unanimously.

EMS:

Director Rice reported that the self-study process has been sent in to CoAEMSP. The site visit should occur within 6 months. Our preliminary review was very good.

OLD BUSINESS

Commissioner Paulk reported that the Executive Director appraisals have come back from the Commissioners and the result is that the Director exceeds standards.

Commissioner Paulk made a motion to extend the Executive Director's contract 2 years. It was seconded by Commissioner Green. Roll call vote was taken.

Joey Darby – Yes
Mike Green – Yes
Russell Ledbetter – Yes
Roy Mott – Yes
Ed Paulk - Yes
Dale Wyatt – Yes
Butch Zaragoza – Yes

Motion carried unanimously.

NEW BUSINESS

Rice explained the results of the SCBA bids.

Commissioner Paulk made a motion to accept the bid from Drager. It was seconded by Commissioner Wyatt. Roll call vote was taken.

Joey Darby – Yes
Mike Green – Yes
Russell Ledbetter – Yes
Roy Mott – Yes
Ed Paulk - Yes
Dale Wyatt – Yes
Butch Zaragoza - Yes

Motion carried unanimously.

Rice requested that the PPE bids be rejected.

Commissioner Wyatt made a motion to re-bid the PPE with more specific criteria. It was seconded by Commissioner Ledbetter. Roll call vote was taken.

Joey Darby – Yes
Mike Green – Yes
Russell Ledbetter – Yes
Roy Mott – Yes
Ed Paulk - Yes
Dale Wyatt – Yes
Butch Zaragoza - Yes

Motion carried unanimously.

Rice requested a change in title for two staff members and an upgrade for one staff member.

Commissioner Darby made a motion to change the position title from Deputy Section Chief (Training) to Group Supervisor to reflect the reorganization of the Training Section, change title of one Fire Specialist to Logistics Specialist to reflect change in duties, and to upgrade existing EMS Specialist to EMS Program Director to reflect increased level of responsibility. It was seconded by Commissioner Wyatt. Roll call vote was taken.

Joey Darby – Yes

Mike Green – Yes
Russell Ledbetter – 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 stated that a sub-committee was formed at the Work Session that will evaluate current tuition rates. Commissioners Wyatt, Mott and Darby along with Director Rice, will evaluate the possibility of tuition increases in the future.

Next Work Session will be January 20, 2015. Committee meetings will immediately follow the Work Session.

Next Quarterly Commission Meeting will be January 21, 2015 at the Alabama Fire College.

Chairman Zaragoza announced that the election of officers would take place January 21st and that his last Commission meeting would be in April. He recommended that the Commissioners be thinking about officers for the Chairman and Vice-Chairman positions.

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

Meeting adjourned.

Respectfully submitted,



Allan Rice
Executive Director



Melony L. Carroll
Secretary