

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Commission Work Session Meeting January 19, 2016

The meeting was called to order by Chairman Ed Paulk 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, Mike Green, Russell Ledbetter, Roy Mott, Ed Paulk, Gary Sparks and Dale Wyatt. Quorum ascertained. (Attorney Mark Boardman)

VISITORS

Mike Echols, Josh Taylor, David Thornburg, Mary Beth Finn, Cece Hubbert, Todd Turner and Leighanne Faught

MINUTES

There was general discussion of matters to be considered at the upcoming quarterly meeting set for January 20, 2016.

No actions were taken.

The next Work Session is scheduled for April 26, 2016.

Commissioner Mott called the Finance meeting to order.

Commissioner Wyatt made a motion to adopt the budget amendment for the WST program. It was seconded by Commissioner Sparks. A voice vote was taken and the motion carried.

Commissioner Paulk made a motion to authorize grant matching funds for the AFG grant and the RUS grant, and it was seconded by Commissioner Green. A voice vote was taken and the motion carried.

Commissioner Wyatt made a motion to approve the FY15 year-end financial statement and it was seconded by Commissioner Sparks. A voice vote was taken and the motion carried.

Commissioner Wyatt made a motion to accept the FY15 external audit and it was seconded by Commissioner Paulk. A voice vote was taken and the motion carried.

Chairman Paulk called the Policy and Procedures/By Laws Committee to order.

Commissioner Green made a motion to approve the Attendance and Punctuality policy (as edited) and it was seconded by Commissioner Ledbetter. A voice vote was taken and the motion carried.

Chairman Wyatt of the EMS Committee stated that no business had been conducted, but Executive Director Rice presented an EMS resolution from Senator Gerald Allen.

The meeting was adjourned.

Respectfully submitted,

A handwritten signature in blue ink, appearing to be 'AR', written in a cursive style.

Allan Rice
Executive Director

A handwritten signature in blue ink, appearing to be 'Melony L. Carroll', written in a cursive style.

Melony L. Carroll
Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Quarterly Commission Meeting January 20, 2016

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

The Pledge of Allegiance was led by Chairman Paulk. Roll call revealed the following members present: Joey Darby, Mike Green, Russell Ledbetter, Roy Mott, Ed Paulk, Gary Sparks and Dale Wyatt. (Attorney Mark Boardman). Quorum was ascertained.

VISITORS

Scott Pilgreen, Cece Hubbert, Larry Langley, Diana Hewlett, Christy Ryland, Teresa Stone, Pat Hamilton, Kimberly Rodriguez, Amy Bowden, David Thornburg, Mary Beth Finn, Matt Russell, Donna Barrett, Damien Davis, Marty McElroy, Terri Huddleston, Lisa McLeod, Catherine Burnett, Tracy McNair, Lonnie Branson, Cindy Woods, Kim Davis, Linda Putnam, Rachel Thornburg, Charlie Dixon

MINUTES

Commissioner Green made a motion to approve the Quarterly minutes for October 21, 2015 and the Work Session on October 20, 2015. It was seconded by Commissioner Sparks. Roll call vote was taken.

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

Motion carried.

EMPLOYEE RECOGNITIONS – Bill Warren, James LeVert, Larry Langley

Executive Director Rice stated that the Fire College has instituted a quarterly recognition of outstanding employees in each section. At the end of the year an employee will be chosen as Employee of the Year.

Training Section Chief Matt Russell announced that Bill Warren is the Training Section Employee of the Quarter. Bill has saved the Fire College several thousand dollars by always looking for the best product or service at the best price. He's an exemplary employee.

Administration Section Chief Mary Beth Finn announced that James LeVert is the Administration Section Employee of the Quarter. James is extremely dedicated to his craft in building training props, maintaining the buildings and landscaping and lawn care. He's been an asset to us for over 2 decades and has saved the Fire College immensely over the years.

Regional Section Chief David Thornburg announced that Larry Langley is the Regional Section Employee of the Quarter. Larry started his fire service career in 1975 and retired from Auburn as Fire Chief. Larry currently schedules and maintains the mobile props, which trained over 4500 students in 2015. His experience and dedication to the fire service is of great value to us.

Rice stated that all three recognitions are based on initiatives that these employees came up with on their own, which has had a significant impact for our organization.

PUBLIC HEARING

Chairman Paulk opened the floor for comments regarding Administrative Code 360-X-7 Apparatus Operator Series.

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

Commissioner Green made a motion to adopt the proposed changes to 360-X-7: .01; .02; .03; .04; .05. 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
Gary Sparks - Yes
Dale Wyatt – Yes

Motion carried unanimously.

Director's Report:

Director Rice said that the student numbers were off to a good start in this first quarter with a 32% increase over the same quarter last year.

Regional Training Presentation – David Thornburg

Thornburg provided a comparison map detailing the training classes provided in every county in the state from 2007 to 2015. A phenomenal increase has occurred since 2007 when we had 20 counties with zero training, and only 5 counties with over twenty-four classes being taught. Currently, every county in the state is conducting three or more training classes per year, and we have 26 counties with over twenty-four classes being taught.

COMMITTEE REPORTS

Finance:

Committee Chairman Mott made a committee motion to accept the FY15 external audit.

Roll call vote was taken.

Joey Darby – Yes
Mike Green - Yes

Russell Ledbetter – Yes
Roy Mott - Yes
Ed Paulk – Yes
Gary Sparks - Yes
Dale Wyatt – Yes

Motion carried unanimously.

Committee Chairman Mott made a committee motion to adopt the budget amendment for the WST program.

Roll call vote was taken.

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

Motion carried unanimously.

Committee Chairman Mott made a committee motion to authorize up to \$74,760 in grant matching funds for the FY16 AFG grant.

Roll call vote was taken.

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

Motion carried unanimously.

Committee Chairman Mott made a committee motion to authorize up to \$81,000 in grant matching funds for the FY16 RUS grant.

Roll call vote was taken.

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

Motion carried unanimously.

Committee Chairman Mott made a committee motion to approve the FY15 year-end financial statement.

Roll call vote was taken.

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

Motion carried unanimously.

Policy & Procedures/By-Laws:

Committee Chairman Darby made a committee motion to adopt the Attendance and Punctuality policy.

Roll call vote was taken.

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

Motion carried unanimously.

EMS:

Committee Chairman Wyatt stated that a resolution was sent to the Fire College from the Alabama State Senate commending the EMS Program for receiving the Marilyn Grubbs Award. Rice read the resolution.

OLD BUSINESS

There was none.

NEW BUSINESS

Rice discussed reclassification of positions by groups.

Commissioner Green made a motion to reclassify all salary schedule E3 positions to Support Specialist III, all salary schedule E4 positions to Support Specialist II, and E5 positions to Support Specialist I. 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
Gary Sparks - Yes
Dale Wyatt – Yes

Motion carried unanimously.

Rice discussed the reclassification of a vacant Group Supervisor position to a Training Specialist.

Commissioner Darby made a motion to reclassify a Group Supervisor position to a Training Specialist position 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
Gary Sparks - Yes
Dale Wyatt – Yes

Motion carried unanimously.

Rice gave the Commissioners a draft proposal regarding the Alabama Fire College & Personnel Standards Commission Strategic Plan and explained the process and timeline for updating the plan that was developed and approved by the Commission in 2010.

Commissioner Wyatt made a motion to move forward with the strategic plan process as presented and it was seconded by Commissioner Sparks. Roll call vote was taken.

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

Motion carried unanimously.

Rice explained the proposed changes to Fire Fighter I and Fire Fighter I/II Bridge Certification Program.

Commissioner Green made a motion to adopt the changes to 360-X-2-.02 Certified Fire Fighter I and 360-X-2-.04 Fire Fighter I/II Bridge Certification Program. It was seconded by Commissioner Darby. Roll call vote was taken.

Joey Darby – Yes
Mike Green - Yes

Russell Ledbetter – Yes
Roy Mott - Yes
Ed Paulk – Yes
Gary Sparks - No
Dale Wyatt – Yes

Motion carried.

BUSINESS FROM VISITORS

There was none.

BUSINESS FROM COMMISSION MEMBERS

Commissioner Darby stated that an issue came up in the Work Session that he felt needed to be addressed concerning Commissioner Wyatt's term to the Commission.

Commissioner Darby made a motion "Whereas the Professional Firefighters Association has unanimously re-appointed Commissioner Wyatt, who has served on the Commission since July 1, 2008, to another term, and whereas the Commission was recreated by Act No. 2012-207, the commission seeks an Attorney General's opinion as to whether the term limitation and Senate confirmation provisions set out in Alabama Code Section 36-32-3 applies to the Professional Firefighters Association's unanimous re-appointment." 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
Gary Sparks - Yes
Dale Wyatt – Yes

Motion carried unanimously.

ELECTION OF OFFICERS

Chairman Paulk stated that he would not be seeking reelection as Chairman due to his upcoming retirement. He passed the gavel to Vice-Chairman Mott so he could make a nomination.

Vice-Chairman Mott opened the floor for nominations for Chairman.

Commissioner Paulk made a motion to nominate Commissioner Russell Ledbetter. 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
Gary Sparks - Yes
Dale Wyatt – Yes

Motion carried unanimously.

Chairman Paulk opened the floor for nominations for Vice-Chairman.

Commissioner Wyatt made a motion to nominate Commissioner Joey Darby. It was seconded by Commissioner Sparks. Roll call vote was taken.

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

Motion carried unanimously.

Commissioner Ledbetter made a motion to have the next Work Session on April 26, 2016 at 2:00 p.m. and the Quarterly Commission Meeting on April 27, 2016 at 9:00 a.m. due to a scheduling conflict on the third Wednesday of April. It was seconded by Commissioner Sparks. Roll call vote was taken.

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

Motion carried unanimously.

Rice thanked Commissioner Paulk and Commissioner Mott for their service as Chair and Vice-Chair of the Commission.

Commissioner Wyatt made a motion to adjourn the meeting.

Meeting adjourned.

Respectfully submitted,



Allan Rice
Executive Director



Melony L. Carroll
Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Special Called Commission Meeting February 29, 2016

The meeting was called to order by Chairman Russell Ledbetter at 9:30 a.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, Gary Sparks and Dale Wyatt. Quorum ascertained. (Attorney Mark Boardman)

VISITORS

Patrick Boone, Mark Williams, Blake Thomas, David Thornburg, Mary Beth Finn, Kim Davis, Matt Russell, Bernie Brannan, Anthony Williams, and Jason Jackson.

MINUTES

A hearing was held to review the case brought before the Commission regarding revoking certification from Mr. Anthony Williams, a firefighter from Montgomery Fire Department, who is accused of cheating on a certification test.

Attorney Patrick Boone, the representative of Mr. Allan Rice, the Executive Director of the Alabama Fire College and Personnel Standards Commission, stated that Mr. Rice's recommendation is that Mr. Anthony Williams' certification be revoked. Mr. Boone presented evidence that Mr. Williams photographed a test and shared those photos with Mr. Blake Thomas (a member of the Montgomery Fire Department). This action was in clear violation of the employee rules and regulations of the City of Montgomery and the Alabama Administrative Code Regulation 360-X-1-.01 (3) (e) (2).

Attorney Bernie Brannan represented Mr. Anthony Williams and presented rebuttal that Mr. Williams did not disseminate the pictures of the test to persons scheduled to take the test, and that he only wanted to use the test for a training aid in the department.

The hearing included testimony from Mr. Anthony Williams, Mr. Blake Thomas, Chief Mark Williams and Mr. Allan Rice.

After hearing the testimonies and closing arguments, Commissioner Dale Wyatt made a motion to go into Executive Session at 11:40 a.m. and it was seconded by Commissioner Green. Motion carried.

Chairman Ledbetter called the meeting to order at 1:15 p.m.

Commissioner Wyatt made a motion to revoke, cancel and recall the certifications of Fire Instructor I, Fire Instructor II and Live Fire Instructor and any certifications for which these are the prerequisites of Mr. Anthony Williams. It was seconded by Commissioner Sparks. Motion carried by a vote of 6-0 with Commissioner Paulk recusing.

The full findings and Order follow:

Findings and Order in the Motion of Anthony Williams
Before the Alabama Personnel Standards and Education Training Commission

This matter comes before the Alabama Personnel Standards and Education Training Commission for a hearing on the matter of the certification of Anthony Williams (hereafter “Mr. Williams”). Mr. Williams was served by certified mail on January 25, 2016 of this hearing to determine if Mr. Williams violated Alabama Administrative Code regulation 360-X-1-.01 (3) (e) (2) by engaging in immoral conduct which demonstrates an unfitness to discharge the duties of a Fire Fighter 1 certification holder.

The Commission received the following documentary evidence:

- Executive Director Exhibit 1 Transcript of Montgomery City/County Personnel Board Meeting
- Executive Director Exhibit 2 Order of Montgomery City/County Personnel Board Meeting
- Fire Fighter Exhibit 1 Computer Disk of testimony before Judge Price

The Commission heard testimony from:

Witness 1	Anthony Williams
Witness 2	Blake Thomas
Witness 3	Mark Williams
Witness 4	Allan Rice

Findings of Fact:

On June 5, 2015, Mr. Williams, an employee of the Montgomery Fire Department photocopied, with his cell phone, pages of the Fire Officer I test, which he viewed as an individual taking that test. Mr. Williams failed that June 5th test, took the test two more times, and passed it on the third time. Photographing the test was in violation of the rules of the test and violated the rules governing the employees of the Montgomery Fire Department.

Attached on this order is Exhibit 2, the Findings and Order of the Montgomery City/County Personnel Board. These findings of fact and order are incorporated in this Finding of Fact and Order.

The Commission finds that Mr. Williams has engaged in immoral conduct in violation of Alabama Administrative Code Regulation 360-X-1-.01 (3) (e) (2).

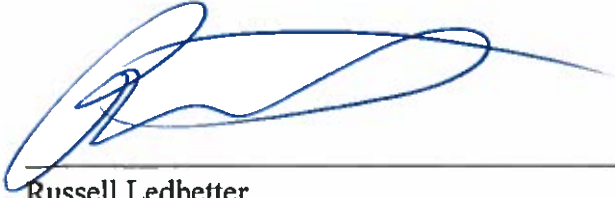
Accordingly, the Commission revokes, cancels, and recalls the following certifications of Mr. Williams:

- Fire Instructor I
- Fire Instructor II
- Live Fire Instructor

and any certification for which the above are prerequisites.

After two years from today, Mr. Williams may petition the Commission for opportunity to sit for Alabama Personnel Standards and Education Training Commission courses. Mr. Williams is permanently prohibited from teaching any Alabama Personnel Standards and Education Training Commission certified courses.

This ruling is made on a 6-0 vote of the Commission, with Commissioner Paulk recusing, on this the 29th day of February, 2016.



Russell Ledbetter

Chairman, Alabama Personnel Standards and Education Training Commission

Commissioner Wyatt made a motion to adjourn the meeting.

Meeting adjourned.

Respectfully submitted,

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

Allan Rice
Executive Director

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

Melony L. Carroll
Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Commission Work Session & Committee Meetings April 26, 2016

The meeting was called to order by Chairman Ed Paulk 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, Billy Doss, Mike Green, Russell Ledbetter, Ed Paulk, Gary Sparks and Dale Wyatt. Quorum ascertained. (Attorney Mark Boardman)

VISITORS

David Thornburg, Mary Beth Finn, Cece Hubbert, Matt Russell

MINUTES

There was general discussion of matters to be considered at the upcoming quarterly meeting set for April 27, 2016.

No actions were taken.

FINANCE COMMITTEE

The October 1, 2015 through March 31, 2016 Draft Financial Statement was reviewed.

POLICY AND PROCEDURES/BY LAWS COMMITTEE

No discussion.

EMS COMMITTEE

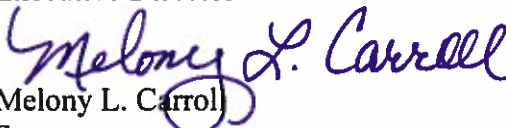
No discussion.

The next Work Session & Committee Meeting is scheduled for July 19, 2016.

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 27, 2016

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

The Pledge of Allegiance was led by Chairman Paulk. Roll call revealed the following members present: Joey Darby, Billy Doss, Mike Green, Russell Ledbetter, Ed Paulk, Gary Sparks and Dale Wyatt. (Attorney Mark Boardman). Quorum was ascertained.

VISITORS

Dwayne Yelder, David Thornburg, Mary Beth Finn, Tracy McNair, Lisa McLeod, Lonnie Branson, Cece Hubbert, Donna Barrett, Pat Hamilton, Terri Huddleston, Rick Gregg, Kelly Morris, Kimberly Rodriguez, Amy Bowden, Gene Necklaus, Bill Warren, John Olvey, Teresa Stone, Christy Ryland, Kiristen Baker, Steve Sutherland and Jeff Roberts.

Executive Director Rice introduced three new employees in the Training section: Adrean Booth, Steve Sutherland, and Rick Gregg. Our new Publications Manager, Dr. Don Hansen, is in Oklahoma with Kim Davis at the IFSAC conference.

Rice also gave a presentation remembering the tornado outbreak of April 27, 2011.

MINUTES

Commissioner Wyatt made a motion to approve the Work Session on January 19, 2016, the Quarterly minutes for January 20, 2016, and the Special Called minutes on February 29, 2016. It was seconded by Commissioner Paulk. Roll call vote was taken.

Joey Darby – Yes
Billy Doss - Yes
Mike Green - Yes
Russell Ledbetter – Yes
Ed Paulk – Yes
Gary Sparks - Yes
Dale Wyatt – Yes

Motion carried.

EMPLOYEE RECOGNITIONS – Dwayne Yelder, Lonnie Branson, Tracy McNair

Executive Director Rice stated that the Fire College has instituted a quarterly recognition of outstanding employees in each section. At the end of the year an employee will be chosen as Employee of the Year.

Regional Section Chief David Thornburg announced that Dwayne Yelder is the Regional Section Employee of the Quarter. Dwayne is a 29 year fire service veteran for the city of Montgomery. He became employed with the Alabama Fire College in 2012. He's the Regional Coordinator for Region 9 which stretches from the Florida line almost to Tuscaloosa County. His region has gone

from essentially no training in 2007 to all seven counties having a training class, and some counties having over 13 training courses this past year. He has worked tirelessly with the paid and volunteer fire departments in his region.

Administration Section Chief Mary Beth Finn announced that Lonnie Branson is the Administration Section Employee of the Quarter. Lonnie is always willing to help in any way and always has a smile. She was an asset for the Fire College during the time when she was the only person in the Finance Department, and was instrumental in the training of our new Finance Officer. Our Finance Department is a huge success due to her willingness to step in and assist wherever necessary.

Training Section Chief Matt Russell announced that Tracy McNair is the Training Section Employee of the Quarter. Tracy's been with the Fire College 14 years as our Database Administrator. She's eager, enthusiastic and absolutely committed to her work. She works both on and off campus (including when she's on vacation) to be sure our database is running properly.

PUBLIC HEARING

Chairman Ledbetter opened the floor for comments regarding Administrative Code 360-X-2 Fire Fighter Series.

There were no comments from visitors.

Commissioner Paulk made a motion to close the Public Hearing. It was seconded by Commissioner Green. Roll call vote was taken.

Joey Darby – Yes
Billy Doss - Yes
Mike Green - Yes
Russell Ledbetter – Yes
Ed Paulk – Yes
Gary Sparks - Yes
Dale Wyatt – Yes

Motion carried unanimously.

Commissioner Sparks made a motion to postpone any action on 360-X-2 Fire Fighter series to the July Commission meeting. It was seconded by Commissioner Wyatt. Roll call vote was taken.

Joey Darby – Yes
Billy Doss - Yes
Mike Green - Yes
Russell Ledbetter – Yes
Ed Paulk – Yes
Gary Sparks - Yes
Dale Wyatt – Yes

Motion carried unanimously.

Director's Report:

Director Rice said that the student numbers were off to a good start in this quarter with a 36% increase over the same quarter last year. If we keep this pace we'll serve over 30,000 students this year.

The Strategic Plan is going extremely well. We had approximately 250 people complete our online survey. We had 3 stakeholder feedback sessions with 75 participants. Excellent feedback came from all of these venues. Our staff will have an opportunity to participate in a session in May. With the Commission feedback and these other sources, we'll be able to evaluate our current plan and bring an updated plan for the Commission at the July meeting.

In reference to the February 29th Special Called meeting, we are working on a solution for a joint resolution for the two other individuals that were involved in that academic dishonesty case.

COMMITTEE REPORTS

Finance:

Committee Chairman Darby made a committee motion to accept the March 2016 Financial Statement. Roll call vote was taken.

Joey Darby – Yes
Billy Doss - Yes
Mike Green - Yes
Russell Ledbetter – Yes
Ed Paulk – Yes
Gary Sparks - Yes
Dale Wyatt – Yes

Motion carried unanimously.

Policy & Procedures/By-Laws:

Committee Chairman Sparks stated there was no report.

EMS:

Committee Chairman Wyatt asked Rice to update the Commission on the new project in the EMS lab. Rice gave an overview of the built-in ambulance simulator that Facilities, Logistics and the EMS staff have worked together to provide for the students. These typically cost \$50,000 but we were able to build it for less than \$3,000. He invited the Commissioners to view it after the meeting is adjourned.

OLD BUSINESS

There was none.

NEW BUSINESS

Rice discussed the proposed changes to: Administrative Code 360-X-1 General Regulations and Administrative Procedures, which would remove the private sector language for reciprocity and

expiration of certification, since we now have a two week recertification course; proposed changes to Administrative Code 360-X-15-.01 Incipient Industrial Fire Brigade Member, which would include the addition of meeting the standards set out in Chapter 4 of NFPA 472; and 360-X-22-.01 Certified Marine Firefighter I and 360-X-22-.02 Certified Marine Firefighter II which would combine the two levels keeping in line with the NFPA standards.

Commissioner Wyatt made a motion to adopt the changes to 360-X-1, 360-X-15-.01, 360-X-22-.01 and 360-X-22-.02. It was seconded by Commissioner Paulk. Roll call vote was taken.

Joey Darby – Yes
Billy Doss - Yes
Mike Green - Yes
Russell Ledbetter – Yes
Ed Paulk – Yes
Gary Sparks - Yes
Dale Wyatt – Yes

Motion carried unanimously.

BUSINESS FROM VISITORS

Kelly Morris from the city of Westover Fire Department spoke about his experience with the Bridge Program.

BUSINESS FROM COMMISSION MEMBERS

Chairman Ledbetter welcomed Chief Billy Doss to the Commission.

The next Work Session will be July 19, 2016. Committee meetings will immediately follow the Work Session.

The next Quarterly Commission Meeting will be July 20, 2016 at the Alabama Fire College.

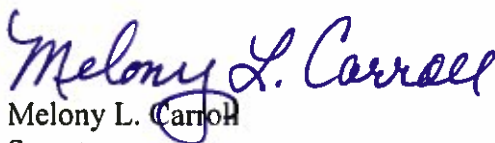
Commissioner Wyatt made a motion to adjourn the meeting and it was seconded by Commissioner Sparks.

Meeting adjourned.

Respectfully submitted,



Allan Rice
Executive Director



Melony L. Carroll
Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Commission Work Session Meeting June 10, 2016

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

Roll call revealed the following members present: Joey Darby (video conference), Billy Doss, Mike Green, Russell Ledbetter, Ed Paulk, Gary Sparks and Dale Wyatt. (Attorney Mark Boardman) Quorum ascertained.

VISITORS

Scott Pilgreen, David Thornburg, Mary Beth Finn, Matt Russell, J.D. King, Russell Jackson

MINUTES

Chairman Ledbetter asked the Executive Director to speak about the first matter on the agenda. Rice introduced Capt. J.D. King and Russell Jackson, executive director of the National Center for Fire and Life Safety. Mr. Jackson made a presentation to the Commission.

There was discussion regarding departmental delivery recruit schools and initial firefighter training models.

The Tuscaloosa Mayor's Roast was held on June 9, 2016.

Commissioner Wyatt made a motion to give Walt Maddox and Beth Chapman a resolution and it was seconded by Commissioner Green.

Motion carried unanimously.

Meeting adjourned.

Respectfully submitted,



Allan Rice
Executive Director

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Commission Work Session Meeting July 19, 2016

The meeting was called to order by Chairman Russell Ledbetter at 12:00 p.m. The meeting was held at the Alabama Fire College in Tuscaloosa, Alabama.

Roll call revealed the following members present: Joey Darby, Billy Doss, Mike Green, Russell Ledbetter, Scott Pilgreen, Gary Sparks and Dale Wyatt. (Attorney Mark Boardman) Quorum ascertained.

VISITORS

David Thornburg, Mary Beth Finn, Matt Russell, CeCe Hubbert

MINUTES

Fire College matters were discussed including the proposed changes to the Administrative Code and several budget items.

No actions were taken.

FINANCE COMMITTEE

Chairman Darby discussed several budget items: the FY 17 Budget proposal; May Financial Statement; Bad Debt Write-Off and the Funding agreement with Shelby County and NCFLS for Chief Programs Officer. The Committee as a whole approved these items to move forward to the Quarterly Commission meeting.

POLICY AND PROCEDURES/BY LAWS COMMITTEE

No discussion

EMS COMMITTEE

No discussion

Meeting adjourned.

Respectfully submitted,



Allan Rice
Executive Director



Melony L. Carroll
Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Quarterly Commission Meeting July 20, 2016

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

The Pledge of Allegiance was led by Commissioner Wyatt. Roll call revealed the following members present: Joey Darby, Billy Doss, Mike Green, Russell Ledbetter, Scott Pilgreen, Gary Sparks and Dale Wyatt. (Attorney Mark Boardman). Quorum was ascertained.

VISITORS

Stephanie Hill, Ted Krayner, Dwayne Yelder, David Thornburg, Baine Vaughn, Tim Jennings, Skip Kittrell, David Boyd, Mike Hill, Sam Crawford, Larry Langley, Rudy Rooks, Mary Beth Finn, Tracy McNair, Lisa McLeod, Lonnie Branson, Cece Hubbert, Donna Barrett, Pat Hamilton, Terri Huddleston, Rick Gregg, Kimberly Rodriguez, Amy Bowden, Gene Necklaus, Christy Ryland, Kiristen Baker, Ashley Owens, Steve Sutherland, Matt Russell, Jeff Roberts, Tim Blakemore, A.J. Martin, Danny Southard, Kim Davis, Don Hansen, James LeVert, Arthur Willis, Tiffany Lyons, Linda Putnam, Cindy Woods, Damien Davis, and Adrean Booth.

Chairman Ledbetter introduced the newest Commissioner Scott Pilgreen from the State Fire Marshal's Office.

MINUTES

Commissioner Sparks made a motion to approve the Work Session on April 26, 2016, the Quarterly minutes for April 27, 2016, and the Work Session on June 10, 2016. It was seconded by Commissioner Wyatt. Roll call vote was taken.

Joey Darby – Yes
Billy Doss - Yes
Mike Green - Yes
Russell Ledbetter – Yes
Scott Pilgreen – Yes
Gary Sparks - Yes
Dale Wyatt – Yes

Motion carried.

EMPLOYEE RECOGNITIONS – Linda Putnam, Ted Krayner, Baine Vaughn

Executive Director Rice stated that the Fire College has instituted a quarterly recognition of outstanding employees in each section. At the end of the year an employee will be chosen as Employee of the Year.

Administration Section Chief Mary Beth Finn announced that Linda Putnam is the Administration Section Employee of the Quarter. Linda has worked for the Fire College for 22 years. She was an asset for the Fire College during the time when we didn't have a bookstore

manager, and she is always here early with a smile and ready to assist customers when she opens the bookstore at 7 a.m.

Training Section Chief Matt Russell announced that Ted Kraye is the Training Section Employee of the Quarter. Ted works for the Workplace Safety Training Program which is a complicated entity. Their work is driven by grant funded projects and the training needs of the Alabama Fire College. They consistently achieve some of the highest course critiques which show the level of expertise and the quality of the training that Ted delivers.

Regional Section Chief David Thornburg announced that Baine Vaughn is the Regional Section Employee of the Quarter. Baine is the Regional Coordinator over region 6 which is a very rural area. Baine has worked very hard and is having great impact in his area. We're seeing a lot more training in his region, due to his efforts.

PUBLIC HEARING

Chairman Ledbetter opened the floor for comments regarding Administrative Code 360-X-1, 360-X-15-.01, 360-X-22-.01, and 360-X-22-.02.

Executive Director Rice explained the proposed changes:

360-X-1 General Regulations and Administrative Procedures

This will remove private sector as a definition for fire service employment for reciprocity or maintenance of certification.

360-X-15-.01 Incipient Industrial Fire Brigade Member

We are adding the additional requirements set out in Chapter 4 of NFPA 472.

360-X-22-.01 and 360-X-22-.02 Certified Marine Firefighter

The NFPA standard has changed, combining these two levels into one level.

There were no comments from visitors.

Commissioner Green made a motion to adopt all proposed changes to the Administrative Code and it was seconded by Commissioner Wyatt. Roll call vote was taken.

Joey Darby – Yes

Billy Doss - Yes

Mike Green - Yes

Russell Ledbetter – Yes

Scott Pilgreen – Yes

Gary Sparks - Yes

Dale Wyatt – Yes

Motion carried unanimously.

Director's Report:

Executive Director Rice said that the student numbers were off to a good start in this quarter with a 13% increase over the same quarter last year. If we keep this pace we'll serve over 32,000 students this year.

Rice commended the staff on the 2015 Annual Report and detailed the findings in the report. The Alabama Fire College served students from 47 states and 3 United States Territories. We also have an international presence in over 12 countries.

Section Chief David Thornburg delivered a Regional Training Presentation and gave high praise for the Regional Coordinators as well as the team at the Fire College. Together, each county in the state is receiving training every year. Thornburg introduced the Regional Coordinators: Rudy Rooks, Sam Crawford, Baine Vaughn, Dwayne Yelder, Mike Hill, Danny Southard, Skip Kittrell, Jeff Roberts, Tim Blakemore, Larry Langley, and Tim Jennings.

COMMITTEE REPORTS

Finance:

Committee Chairman Darby made a committee motion to accept the FY 17 budget. Roll call vote was taken.

Joey Darby – Yes
Billy Doss - Yes
Mike Green - Yes
Russell Ledbetter – Yes
Scott Pilgreen – Yes
Gary Sparks - Yes
Dale Wyatt – Yes

Motion carried unanimously.

Committee Chairman Darby made a committee motion to approve the May 2016 Financial Statement. Roll call vote was taken.

Joey Darby – Yes
Billy Doss - Yes
Mike Green - Yes
Russell Ledbetter – Yes
Scott Pilgreen – Yes
Gary Sparks - Yes
Dale Wyatt – Yes

Motion carried unanimously.

Committee Chairman Darby made a committee motion to approve the bad debt write-off which includes \$627 from the Bookstore accounts and \$1,004.71 from the accounts receivable accounts. Commissioner Sparks commended the staff for their hard work in resolving the amount of debt we had, and getting it down to this small amount. Roll call vote was taken.

Joey Darby – Yes
Billy Doss - Yes
Mike Green - Yes
Russell Ledbetter – Yes
Scott Pilgreen – Yes
Gary Sparks - Yes
Dale Wyatt – Yes

Motion carried unanimously.

Committee Chairman Darby made a committee motion to approve the one-time funding agreement with Shelby County and the National Center for Fire and Life Safety for Chief Programs Officer. A resolution was read by Chairman Darby.

In fulfillment of the statutory powers and duties of the Commission, the Commission approves a one-time expenditure of \$42,500 from Reserve Funds to fund one-half of the salary and benefits for a Chief Programs Officer for the National Center for Fire and Life Safety, provided that the Shelby County Commission approve an equal expenditure for the same purpose.

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

Joey Darby – Yes
Billy Doss - Yes
Mike Green - Yes
Russell Ledbetter – Yes
Scott Pilgreen – Yes
Gary Sparks - Yes
Dale Wyatt – Yes

Motion carried unanimously.

Policy & Procedures/By-Laws:

Committee Chairman Sparks stated there was no report.

EMS:

Committee Chairman Wyatt stated there was no report.

OLD BUSINESS

Rice explained that changes to Administrative Code 360-X-2-.02 and 360-X-2-.04 have already gone through initial adoption and publication and has had a public hearing. This change will be to remove the language that currently requires the recruit school and the bridge program to be taught Monday through Friday, eight hours per day with the exception of holidays. This will allow alternative scheduling for recruit schools and bridge programs.

Commissioner Green made a motion to adopt the changes to 360-X-2-.02 and 360-X-2-.04 and it was seconded by Commissioner Doss. Roll call vote was taken.

Joey Darby – Yes
Billy Doss - Yes
Mike Green - Yes
Russell Ledbetter – Yes
Scott Pilgreen – Yes
Gary Sparks - Yes
Dale Wyatt – Yes

Motion carried unanimously.

NEW BUSINESS

Rice presented the Commissioners with the 2016 Strategic Plan revision. Several feedback sessions were held including an online survey. Rice commented on the strengths, weaknesses, and opportunities that were brought out from the survey.

Commissioner Wyatt made a motion to adopt the Strategic Plan and it was seconded by Commissioner Darby. Roll call vote was taken.

Joey Darby – Yes
Billy Doss - Yes
Mike Green - Yes
Russell Ledbetter – Yes
Scott Pilgreen – Yes
Gary Sparks - Yes
Dale Wyatt – Yes

Motion carried unanimously.

A draft agreement between the Alabama Firefighters' Personnel Standards and Education Commission and the National Center for Fire and Life Safety was discussed.

Commissioner Darby made a motion by resolution:

In fulfillment of the statutory powers and duties of the Commission, the Commission authorizes the Chairman to negotiate and execute an agreement with the National Center for Fire and Life Safety to place a particular class of employees on duty at the National Center for Fire and Life Safety's facility.

Further, the Commission approves the creation of a particular class of employees, the number of which and the job descriptions for which are to be determined by the Chairman upon consultation with the National Center for Fire and Life Safety.

Further, the Commission directs the Executive Director to create all documents necessary and perform all activities necessary to fulfill this resolution.

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

Joey Darby – Yes
Billy Doss - Yes
Mike Green - Yes
Russell Ledbetter – Yes
Scott Pilgreen – Yes
Gary Sparks - Yes
Dale Wyatt – Yes

Motion carried unanimously.

A new draft Recruit School Agreement was discussed.

Commissioner Wyatt made a motion to adopt the Recruit ("Trainee") School Agreement (attached) as requirements for department Recruit Schools which train employees from other departments and directs the Executive Director to apply the same standards to any Recruit School where a department is training only its employees. The motion was seconded by Commissioner Pilgreen. Roll call vote was taken.

Joey Darby – Yes
Billy Doss - Yes
Mike Green - Yes
Russell Ledbetter – Yes
Scott Pilgreen – Yes
Gary Sparks - Yes
Dale Wyatt – Yes

Motion carried unanimously.

RECRUIT ("TRAINEE") SCHOOL AGREEMENT

WHEREAS, *Alabama Code Section 36-32- 7(c)* requires a trainee (often called a "recruit") prior to permanent employment, or a period not exceeding twelve months after the date of employment, to be certified as prescribed by the Alabama Firefighters' Personnel Standards and Education Commission; and

WHEREAS, training shall be given by an instructor certified by the Alabama Firefighters' Personnel Standards and Education Commission and the training may be administered within the department in which the applicant seeks to serve, if the department meets the requirements of the Commission for such training; and,

WHEREAS, the *Alabama Code* does not allow a department to train those who are not the department's trainees; and

WHEREAS, the Alabama Firefighters' Personnel Standards and Education Commission, through its employees and officials of the Alabama Fire College, seek to train trainees at a training center operated by the City of _____ Fire Department, recognizing that the trainees are not all seeking to serve within that fire department;

NOW, THEREFORE, considering the above, the Alabama Firefighters' Personnel Standards and Education Commission (hereinafter "Fire College") and _____ (hereinafter "City") agree as follows:

SECTION I

RECRUIT SCHOOL TRAINING, STANDARDS, AND FACILITIES

The *Alabama Code* allows only the Fire College to certify the recruits who may receive Firefighter I certification. Accordingly, the City and the Fire College agree that the Fire College must approve the training regiment, must approve the facilities for the training regiment, must approve all classes, must approve all instructors, and must approve the timing of all training. To ensure uniform standards, training and class instruction throughout the State of Alabama, the City will not provide any training or instruction below the standards required by the Fire College and will obtain approval from the Fire College to exceed the Fire College's instruction and training.

Only the Fire College will test and administer testing for certification.

SECTION II

ENROLLMENT AND TERMINATION OF ENROLLMENT

The City agrees that all trainees must comply with the minimum requirements established for any Firefighter I training administered by the Fire College. The City agrees to timely report any absence from class, instruction, or training by any trainee and agrees to follow any process specified by the Fire College for such reporting. In the interest of safety, the City agrees (1) to report immediately to the Fire College any injury that results in injury requiring medical care or

any incident that could reasonably result in permanent injury, (2) to cease the activity in which the injury occurred, and (3) not to resume such activity until the Fire College approves in writing such resumption. The City agrees to comply with the Fire College's restrictions on the minimum number of students and the maximum number of students, regardless of whether those students seek certification.

SECTION III INSPECTIONS

Since training may be conducted only at facilities which meet the minimum standards required by the Fire College, the Fire College will periodically inspect the City's training facilities. After the Fire College approves the facilities, the City agrees to timely notify the Fire College of any material changes in the facilities. Timely notification means notification prior to use of any part of the facility by trainees.

SECTION IV EQUIPMENT

The Fire College reserves the right to approve all equipment types and quantities to be used in the training. The City is responsible for maintenance of all such equipment provided by the City for the class and for the safety and fitness of any equipment owned by the City and used in the class. If needed for the class, the Fire College may bring its equipment to the training facility.

SECTION V

TITLE AND SIGNS

If any trainee is to obtain certification as Firefighter I, the recruit school shall be identified as an Alabama Fire College school and will be assigned a recruit school number by the Fire College. The City will permit the Fire College to place signs to direct trainees. The Fire College agrees that any such sign will comply with the City's sign regulations. Each sign will be an expense of the school. In the event the City also desires to place signage related to class, the Fire College must approve, in advance of the production and placement of the sign, the use of the Fire College's name and logo on any such sign(s).

SECTION VI RELEASE INDEMNIFICATION

All trainees and any participants (including instructors) who are not seeking certification shall release, indemnify, and save harmless both the City and Fire College from any claims made by any person, firm, entity, or corporation against the City and/or Fire College for injury to the trainee's or the participant's property or person arising directly or indirectly out of the class.

SECTION VII

TUITION AND COMPENSATION

The Alabama Firefighters' Personnel Standards and Education Commission reserves the right to approve, disapprove or regulate any exchange of money for any trainee not currently employed by the City.

SECTION VIII CANCELLATION AND TERMINATION

The City may cancel or terminate this Agreement at any time, with or without cause, upon seven days written notice to the Fire College; provided, however, the City cannot cancel or terminate this Agreement during any recruit school without the written agreement of the Fire College. The City cannot compel the Fire College to train or certify trainees under this Agreement.

Otherwise, this Agreement shall expire thirty-six months after the date the parties have entered into this Agreement and no recruit school shall be concluded after the date of this Agreement except with either (1) renewal of this Agreement, and/or (2) the written agreement of the Fire College.

SECTION IX GOVERNING BODY APPROVAL

Recognizing that fire departments are integral parts of the governance of the cities that they serve, but recognizing that fire departments do not themselves possess contracting authority, the City's governing body and the Alabama Firefighters' Personnel Standards and Education Commission must each approve this Agreement in a public meeting in compliance with the Open Meetings Act.

SECTION X EFFECTIVE DATE

This Agreement becomes effective upon the approval of the City's governing body and the Alabama Firefighters' Personnel Standards and Education Commission, whichever occurs last.

Chairman Ledbetter stated that it was time for the Executive Director's evaluation. About two weeks ago he distributed a blank evaluation form to the Commissioners including the Director's self-evaluation. Chairman Ledbetter gave those completed evaluations to Commissioner Green to tally the totals.

Commissioner Green said that based on the evaluations received from the commissioners, the Director exceeds all standards. Commissioner Green made a motion to give Executive Director Rice a favorable performance evaluation and to extend his contract one year. It was seconded by Commissioner Wyatt. Roll call vote was taken.

Joey Darby – Yes
Billy Doss - Yes
Mike Green - Yes
Russell Ledbetter – Yes
Scott Pilgreen – Yes
Gary Sparks - Yes
Dale Wyatt – Yes

Motion carried unanimously.

BUSINESS FROM VISITORS

There was none.

BUSINESS FROM COMMISSION MEMBERS

Commissioner Green commended Allan Rice and Matt Russell on the article that was posted in Firehouse magazine.

Commissioner Darby said he appreciates the regular updates they receive from the staff.

Rice introduced Dr. Don Hansen who is the Publications Manager.

The next Work Session will be October 18, 2016 at 12:00 p.m. Committee meetings will immediately follow the Work Session.

The next Quarterly Commission Meeting will be October 19, 2016 at the Alabama Fire College.

Commissioner Wyatt made a motion to adjourn the meeting and it was seconded by Commissioner Sparks.

Meeting adjourned.

Respectfully submitted,



Allan Rice
Executive Director



Melony L. Carroll
Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Commission Work Session Meeting October 18, 2016

The meeting was called to order by Chairman Russell Ledbetter at 12:00 p.m. The meeting was held at the Alabama Fire College in Tuscaloosa, Alabama.

Roll call revealed the following members present: Joey Darby, Billy Doss, Mike Green, Russell Ledbetter, Scott Pilgreen, Gary Sparks and Dale Wyatt. (Attorney Mark Boardman) Quorum ascertained.

VISITORS

David Thornburg, Mary Beth Finn, Matt Russell, CeCe Hubbert, Amy Bowden, Jason Jackson

MINUTES

Fire College matters were discussed including the Executive Director job description, the proposed changes to the Administrative Code and several budget items.

No actions were taken.

FINANCE COMMITTEE

Chairman Darby discussed the August Financial Statement; the Asphalt Repair and Lodging Bids; request for a tow vehicle and funds to upgrade apparatus; the grant matching funds; the Bookstore Unit Leader position; and the funds for workspace upgrades. The Committee as a whole approved these items to move forward to the Quarterly Commission meeting.

POLICY AND PROCEDURES/BY LAWS COMMITTEE

Chairman Sparks discussed the Tuition Reimbursement Program which was approved by the Committee as a whole to bring before the Commission at the Quarterly Commission meeting.

EMS COMMITTEE

No discussion

Meeting adjourned.

Respectfully submitted,



Allan Rice
Executive Director



Melony L. Carroll
Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Quarterly Commission Meeting October 19, 2016

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

The Pledge of Allegiance was led by Commissioner Wyatt. Roll call revealed the following members present: Joey Darby, Billy Doss, Mike Green, Russell Ledbetter, Scott Pilgreen, Gary Sparks and Dale Wyatt. (Attorney Mark Boardman). Quorum was ascertained.

VISITORS

Roy Mott, Sandra Mott, Tim Blakemore, Becky Blakemore, Danny Southard, Mike Hill, Terry Brown, Michael Whaley, Ed Paulk, Amy Bowden, Kimberly Rodriguez, David Thornburg, Alan Martin, Donna Barrett, Dede Hubbert, Donald Hansen, Matt Russell, Lisa McLeod, Ashley Owens, Adam Watley, Bill Warren, Ray Grantham, Andrea Jennings, Lonnie Branson, Kim Davis, Cindy Woods, Christy Ryland, Tracy McNair, Kiristen Baker, Patricia Hamilton, Bailey Price, Terri Huddleston, Tiffany Lyons, Linda Putnam, Brett Howard, Darrend Cleckler, and David Thornburg

MINUTES

Commissioner Wyatt made a motion to approve the Work Session on July 19, 2016 and the Quarterly minutes for July 20, 2016. It was seconded by Commissioner Pilgreen. Roll call vote was taken.

Joey Darby – Yes
Billy Doss - Yes
Mike Green - Yes
Russell Ledbetter – Yes
Scott Pilgreen – Yes
Gary Sparks - Yes
Dale Wyatt – Yes

Motion carried.

COMMISSIONER RECOGNITIONS – Roy Mott and Ed Paulk

Executive Director Allan Rice asked that retired Commissioners Ed Paulk and Roy Mott to come forward to be recognized as he introduced them:

Ed Paulk served on the Commission from April 1, 2006 through July 31, 2016. He was the Chairman of the Policy and Procedures Committee, the By Laws Committee and the Executive Director Evaluation Committee. He was also the Commission Vice-Chairman and eventually Commission Chairman effective January 21, 2015. We sincerely appreciate his service to the Alabama Fire College and the State of Alabama serving as our Fire Marshal.

Roy Mott served on the Commission from February 12, 2012 through February 12, 2016. He was the Vice-Chairman and Finance Committee Chairman.

Both of these retired Commissioners were given a plaque in recognition of their service and leadership.

RETIREE RECOGNITION – Teresa Stone

Rice asked Teresa Stone to come forward to be recognized. Teresa served in several different capacities during her tenure at the Alabama Fire College. She began full time employment on September 1, 1991 and retired on September 1, 2016 serving twenty-five years. She has come back on a part time basis working with our Finance Department. We appreciate her and glad she's back.

EMPLOYEE RECOGNITIONS – Jason Jackson, Patricia Hamilton, Tim Blakemore

Executive Director Rice stated that the Fire College has instituted a quarterly recognition of outstanding employees in each section. At the end of the year an employee will be chosen as Employee of the Year.

Training Section Chief Matt Russell announced that Jason Jackson is the Training Section Employee of the Quarter. Jason has been with the Fire College for almost seventeen years. He's currently a captain at Tuscaloosa Fire and Rescue. He's responsible for several programs including Fire Fighter I/II, and Smoke Diver. He's providing consistency in the firefighter programs between Moodle and AFC on-line courses.

Administration Section Chief Mary Beth Finn announced that Patricia Hamilton is the Administration Employee of the Quarter. Pat works in the Registration department and was the acting Lead for several months until that vacancy was filled. The Registration department registered over 31,000 students and only 8% of those were registered on line.

Regional Section Chief David Thornburg announced that Tim Blakemore is the Regional Section Employee of the Quarter. Tim has been in the fire service for 58 years. His father was a fire chief and wouldn't let Tim fight fires.....until he was fourteen. He became the fire chief of the City of Moulton at age twenty-one. He began instructing for the Fire College in 1977. He worked in Bay Minette for six years and then became fire chief at Gulf Shores and stayed for twenty-five years. After his retirement, he became a Regional Coordinator for the Fire College, working in one of the busiest regions in the state.

Director's Report:

Executive Director Rice said that the student numbers were at a 12% increase over the same quarter last year.

The Public Safety Telecommunicator textbook is the first textbook produced by Phoenix Emergency Services Press (our in-house publishing operation).

Rice asked Amy Bowden, the Employee Development Officer, to give an update on the professional development plan. Amy explained the Tuition Reimbursement Program and the Professional Development classes that would be recommended for the staff to complete yearly.

Rice stated that one of our strategic priorities would be to promote higher education for the fire service. This is the next step towards that goal by promoting it within our own ranks inside our organization.

COMMITTEE REPORTS

Finance:

Committee Chairman Darby made a committee motion to accept the August Financial Statement. Roll call vote was taken.

Joey Darby – Yes
Billy Doss - Yes
Mike Green - Yes
Russell Ledbetter – Yes
Scott Pilgreen – Yes
Gary Sparks - Yes
Dale Wyatt – Yes

Motion carried unanimously.

The next item of discussion was the Lodging Bid. Cece Hubbert (the Finance Officer), toured each facility that submitted a bid for lodging. Based on her on-site observations, she did not recommend the lowest bid due to the building being unclean (mold and mildew in the bathrooms), no fitness room or business center and in general disrepair. The next lowest bid was also not recommended due to no elevator and rooms opened to the outside creating a security issue, rat traps were visible and no fitness room or business center. The remaining locations were all acceptable but Cece recommended Country Inn & Suites stating that the building was clean and included a continental breakfast, laundry on site, a fitness room and business center and was a close proximity to the Fire College. The facility would require an increase of \$5 per night, per student based on double occupancy for recruit schools. The two remaining bids would require a \$10 increase therefore Country Inn & Suites is the best choice.

Commissioner Wyatt made a motion to award the lodging bid to Country Inn & Suites, based on the comments and recommendations presented. Commissioner Sparks seconded it. Roll call vote was taken.

Joey Darby – Yes
Billy Doss - Yes
Mike Green - Yes
Russell Ledbetter – Yes
Scott Pilgreen – Yes
Gary Sparks - Yes
Dale Wyatt – Yes

Motion carried unanimously.

Committee Chairman Darby made a committee motion to award the bid for Asphalt Repair on certain portions of the roadways on campus to Mallory Burkhalter Paving in the amount of \$27,652 which was the lowest bid. Roll call vote was taken.

Joey Darby – Yes
Billy Doss - Yes
Mike Green - Yes
Russell Ledbetter – Yes
Scott Pilgreen – Yes

Gary Sparks - Yes
Dale Wyatt - Yes

Motion carried unanimously.

Committee Chairman Darby made a committee motion to approve the purchase of a tow vehicle for AFC/WST use for cost not to exceed \$50,000 with a 50/50 cost share from reserve funds. This vehicle will be purchased from the State contract. Roll call vote was taken.

Joey Darby - Yes
Billy Doss - Yes
Mike Green - Yes
Russell Ledbetter - Yes
Scott Pilgreen - Yes
Gary Sparks - Yes
Dale Wyatt - Yes

Motion carried unanimously.

Committee Chairman Darby made a committee motion to approve staff to bid on the refurbishment of AFC 1994 E-One ladder truck. Roll call vote was taken.

Joey Darby - Yes
Billy Doss - Yes
Mike Green - Yes
Russell Ledbetter - Yes
Scott Pilgreen - Yes
Gary Sparks - Yes
Dale Wyatt - Yes

Motion carried unanimously.

Committee Chairman Darby made a committee motion to approve grant matching funds not to exceed \$75,000 from reserve funds to provide required match for current AFG application, if awarded, for a mobile drill tower and commercial tow vehicle. Roll call vote was taken.

Joey Darby - Yes
Billy Doss - Yes
Mike Green - Yes
Russell Ledbetter - Yes
Scott Pilgreen - Yes
Gary Sparks - Yes
Dale Wyatt - Yes

Motion carried unanimously.

Committee Chairman Darby made a committee motion to approve restoration of Unit Leader position for the AFC Bookstore with the upgrade of an existing employee from E3-3 to E1-2 as a FY 17 cost of \$4,641 plus associated adjustments for FICA and TRS using funds from AFC Bookstore profit. Roll call vote was taken.

Joey Darby – Yes
Billy Doss - Yes
Mike Green - Yes
Russell Ledbetter – Yes
Scott Pilgreen – Yes
Gary Sparks - Yes
Dale Wyatt – Yes

Motion carried unanimously.

Committee Chairman Darby made a committee motion to approve funds for workspace upgrade for the Certification Unit in an amount not to exceed \$17,000 from reserves using Alabama Correctional Industries. Roll call vote was taken.

Joey Darby – Yes
Billy Doss - Yes
Mike Green - Yes
Russell Ledbetter – Yes
Scott Pilgreen – Yes
Gary Sparks - Yes
Dale Wyatt – Yes

Motion carried unanimously.

Committee Chairman Darby made a motion to approve financial consequences of the appointment of an Interim Executive Director to be brought forward under New Business at this meeting including: 1) Salary equal to the minimum of current position of \$123,824 per year. 2) Expenses as per existing AFC policy 3) Use of AFC vehicle. Commissioner Green seconded it. Roll call vote was taken.

Joey Darby – Yes
Billy Doss - Yes
Mike Green - Yes
Russell Ledbetter – Yes
Scott Pilgreen – Yes
Gary Sparks - Yes
Dale Wyatt – Yes

Motion carried unanimously.

Policy & Procedures/By-Laws:

Committee Chairman Sparks made a committee motion to approve the Tuition Reimbursement Program policy. Roll call vote was taken.

Joey Darby – Yes
Billy Doss - Yes
Mike Green - Yes
Russell Ledbetter – Yes
Scott Pilgreen – Yes
Gary Sparks - Yes
Dale Wyatt – Yes

Motion carried unanimously.

EMS:

Committee Chairman Wyatt stated there was no report.

OLD BUSINESS

Rice presented the updated goals for the Strategic Plan.

Commissioner Green made a motion to adopt the Strategic Plan and it was seconded by Commissioner Wyatt. Roll call vote was taken.

Joey Darby – Yes
Billy Doss - Yes
Mike Green - Yes
Russell Ledbetter – Yes
Scott Pilgreen – Yes
Gary Sparks - Yes
Dale Wyatt – Yes

Motion carried unanimously.

Rice reported on the realignment of fire fighter training and the associated changes to the Administrative Code Fire Fighter series. He proposed elimination of the title “Certified Volunteer Fire Fighter” and to replace it with “Certified Basic Fire Fighter”; modifications to the certification process for Fire Fighter I; elimination of the title “Fire Fighter I/II Bridge Program” and replace it with “Certified Career Fire Fighter”.

Commissioner Doss made a motion to adopt proposed changes to 360-X-2-.01, 360-X-2-.03, and 360-X-2-.04 and it was seconded by Commissioner Green. Roll call vote was taken.

Joey Darby – Yes
Billy Doss - Yes
Mike Green - Yes
Russell Ledbetter – Yes
Scott Pilgreen – Yes
Gary Sparks - Yes
Dale Wyatt – Yes

Motion carried unanimously.

NEW BUSINESS

Rice presented changes to Administrative Code 360-X-1-.01 to clarify that rosters of personnel submitted to the agency should contain all certified personnel employed by a municipality regardless of the department to which they are assigned, and to specify that candidates for certification are subject to the requirements in effect at the time, and that certifications shall remain valid regardless of future changes to the process.

Rice also explained changes to Administrative Code 360-X-3-.01 that would add a minimum time requirement of three years as a certified firefighter as a prerequisite for Fire Instructor I.

Commissioner Sparks made a motion to adopt proposed changes to Administrative Code 360-X-1-.01 and it was seconded by Commissioner Darby. Roll call vote was taken.

Joey Darby – Yes
Billy Doss - Yes
Mike Green - Yes
Russell Ledbetter – Yes
Scott Pilgreen – Yes
Gary Sparks - Yes
Dale Wyatt – Yes

Motion carried unanimously.

Commissioner Wyatt made a motion to adopt proposed changes to Administrative Code 360-X-3-.01 and it was seconded by Commissioner Green. Roll call vote was taken.

Joey Darby – Yes
Billy Doss - Yes
Mike Green - Yes
Russell Ledbetter – Yes
Scott Pilgreen – Yes
Gary Sparks - Yes
Dale Wyatt – Yes

Motion carried unanimously.

Rice explained the need to convert two existing Unit Leader positions to Unit Coordinators. Currently we have Unit Leaders in two different pay scales. He requested that those on the C3 salary scale (due to their skills and knowledge) be changed from Unit Leader to Unit Coordinator.

Commissioner Wyatt made a motion to approve the title of Unit Coordinator at the C3 salary scale. It was seconded by Commissioner Darby. Roll call vote was taken.

Joey Darby – Yes
Billy Doss - Yes
Mike Green - Yes
Russell Ledbetter – Yes
Scott Pilgreen – Yes
Gary Sparks - Yes
Dale Wyatt – Yes

Motion carried unanimously.

Chairman Ledbetter said that an agency wants to transfer a driving simulator over to the Fire College.

Commissioner Wyatt made a motion to accept the transfer of a driving simulator from Ft. Payne and it was seconded by Commissioner Green. Roll call vote was taken.

Joey Darby – Yes
Billy Doss - Yes
Mike Green - Yes
Russell Ledbetter – Yes
Scott Pilgreen – Yes
Gary Sparks - Yes
Dale Wyatt – Yes

Motion carried unanimously.

Policy and Procedures Committee Chairman Sparks made a motion to authorize the hiring of Alberto Zaragoza as the Interim Executive Director of the Alabama Fire College and Personnel Standards Commission based on the salary already approved. It was seconded by Commissioner Wyatt. Roll call vote was taken.

Joey Darby – Yes
Billy Doss - Yes
Mike Green - Yes
Russell Ledbetter – Yes
Scott Pilgreen – Yes
Gary Sparks - Yes
Dale Wyatt – Yes

Motion carried unanimously.

Commissioner Sparks made a motion to have a Special Called meeting on November 10, 2016 at 2:00 p.m. to discuss Fire College business and the posting of the position of Executive Director. It was seconded by Commissioner Pilgreen. Roll call vote was taken.

Joey Darby – Yes
Billy Doss - Yes
Mike Green - Yes
Russell Ledbetter – Yes
Scott Pilgreen – Yes
Gary Sparks - Yes
Dale Wyatt – Yes

Motion carried unanimously.

Rice asked for all Alabama Fire College staff to stand as he recognized them and their hard work. He said it has been an honor and a privilege to work with the Commission and this staff.

BUSINESS FROM VISITORS

There was none.

BUSINESS FROM COMMISSION MEMBERS

The next Work Session will be January 17, 2016 at 12:00 p.m. Committee meetings will immediately follow the Work Session.

The next Quarterly Commission Meeting will be January 18, 2016 at the Alabama Fire College.

Chairman Ledbetter stated that the checking account needed updated signatures.

Commissioner Sparks made a motion to execute all paperwork to add Commissioner Darby, Commissioner Doss and Commissioner Pilgreen to the signatures on the checking account. It was seconded by Commissioner Wyatt. Roll call vote was taken.

Joey Darby – Yes
Billy Doss - Yes
Mike Green - Yes
Russell Ledbetter – Yes
Scott Pilgreen – Yes
Gary Sparks - Yes
Dale Wyatt – Yes

Motion carried unanimously.

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

Meeting adjourned.

Respectfully submitted,



Allan Rice
Executive Director



Melony Carroll
Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Special Called Commission Meeting November 10, 2016

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

The Pledge of Allegiance was led by Commissioner Darby.

Roll call revealed the following members present: Joey Darby, Mike Green, Russell Ledbetter, Roy Mott, Ed Paulk, Gary Sparks and Dale Wyatt. Quorum ascertained. (Attorneys Mark Boardman and Teresa Petelos)

Chairman Ledbetter introduced Alberto "Butch" Zaragoza as the new Interim Executive Director.

VISITORS

Arthur Willis, Allan Rice, Steve Sutherland, Adrean Booth, Amy Bowden, Cece Hubbert, Terry Brown, Rick Gregg, and Matt Russell.

MINUTES

Commissioner Darby made a motion to add two additional items to the agenda and it was seconded by Commissioner Wyatt. Roll call vote was taken.

Joey Darby – Yes
Billy Doss – Yes
Mike Green – Yes
Russell Ledbetter – Yes
Scott Pilgreen – Yes
Gary Sparks – Yes
Dale Wyatt – Yes

Motion carried.

The job description for Executive Director was reviewed by the Commissioners.

Commissioner Darby made a motion to approve the Executive Director job description as presented. It was seconded by Commissioner Green. Roll call vote was taken.

Joey Darby – Yes
Billy Doss – Yes
Mike Green – Yes
Russell Ledbetter – Yes
Scott Pilgreen – Yes
Gary Sparks – Yes
Dale Wyatt – Yes

Motion carried.

Commissioner Darby made a motion to post the vacancy notice immediately, with December 31, 2016 as the deadline for receiving applications. All applications will be sent to Mark Boardman and the Commission body would interview the top five candidates. Commissioner Wyatt seconded it and roll call vote was taken.

Joey Darby – Yes
Billy Doss – Yes
Mike Green – Yes
Russell Ledbetter – Yes
Scott Pilgreen – Yes
Gary Sparks – Yes
Dale Wyatt – Yes

Motion carried.

Commissioner Sparks made a motion to include that the final candidates for Executive Director may be subject to an interview with an industrial psychologist as part of the selection process. It was seconded by Commissioner Green. Roll call vote was taken.

Joey Darby – Yes
Billy Doss – Yes
Mike Green – Yes
Russell Ledbetter – Yes
Scott Pilgreen – Yes
Gary Sparks – Yes
Dale Wyatt – Yes

Motion carried.

Commissioner Darby asked Cece Hubbert to present the budget category for Publications as an operating unit.

Commissioner Darby made a motion to make the necessary changes to Publishing in the FY 17 budget making it an Auxiliary unit, and it was seconded by Commissioner Wyatt. Roll call vote was taken.

Joey Darby – Yes
Billy Doss – Yes
Mike Green – Yes
Russell Ledbetter – Yes
Scott Pilgreen – Yes
Gary Sparks – Yes
Dale Wyatt – Yes

Motion carried.

Cece Hubbert also explained the need to renew Certificates of Deposits and signatures at the bank. After completion of seeking bids from local banks it was determined that West Alabama Bank & Trust offered the best rates.

Commissioner Darby made a motion to renew the Certificate of Deposits and authorize all Commissioners and the Executive Director to sign all necessary documents and give Cece Hubbert the

authority to update signatures when required. It was seconded by Commissioner Sparks. Roll call vote was taken.

- Joey Darby – Yes
- Billy Doss – Yes
- Mike Green – Yes
- Russell Ledbetter – Yes
- Scott Pilgreen – Yes
- Gary Sparks – Yes
- Dale Wyatt – Yes

Motion carried.

Commissioner Wyatt made a motion to extend the Certificate of Deposit for a twelve month period at West Alabama Bank & Trust. Commissioner Pilgreen seconded it. Roll call vote was taken.

- Joey Darby – Yes
- Billy Doss – Yes
- Mike Green – Yes
- Russell Ledbetter – Yes
- Scott Pilgreen – Yes
- Gary Sparks – Yes
- Dale Wyatt – Yes

Motion carried.

The next work session will be January 17, 2017 at noon. The next quarterly meeting will be on January 18, 2017.

Commissioner Wyatt made a motion to adjourn the meeting.

Meeting adjourned.

Respectfully submitted,


Alberto Zaragoza
Interim Executive Director


Meldny L. Carroll
Secretary