

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Commission Work Session Meeting January 17, 2017

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

Mary Beth Finn, Matt Russell, Cece Hubbert, Leighanne Faught

MINUTES

The proposed changes to the Administrative Code were discussed at length, as well as introducing a proposed change to 360-X-19-.07 Rescue Technician: Dive Rescue.

Other Fire College matters were discussed.

No actions were taken.

FINANCE COMMITTEE

Chairman Darby discussed the upgrade for two positions and the roof repair. A resolution was introduced regarding possible changes to the payroll process for employees. The Committee as a whole approved these items to move forward to the Quarterly Commission meeting.

A draft audit by Jameson, Money, Farmer & Co. was presented by Leighanne Faught.

POLICY AND PROCEDURES/BY LAWS COMMITTEE

Chairman Sparks discussed the Publication Policy and an AFC Foundation, Inc. resolution 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,



Alberto Zaragoza
Interim Executive Director



Melony Carroll
Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Quarterly Commission Meeting January 18, 2017

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

Senator Gerald Allen thanked the Commissioners for serving the State of Alabama and commended their leadership and their budgetary discretion. The Commissioners thanked him for his support.

Michael Burdette, Steven Lawrence, Gene Necklaus, Danny Southard, Matt Russell, Skip Kittrell, Tim Blakemore, Cece Hubbert, Adrean Booth, Jason Jackson, Steve Sutherland, Rick Gregg, James LeVert, Ashley Owens, Tamara Judd, Tina Simmons, Tiffany Lyons, Tracy McNair, Lonnie Branson, Cindy Woods, Kim Davis, Arthur Willis, Dwayne Yelder, Baine Vaughn, Amy Bowden, Bill Warren, Lonnie Branson, Dwayne Yelder, Reid Vaughan, Don Hansen, Shawn Spier, Christy Ryland, Patricia Hamilton, Kiristen Baker, Terri Huddleston, Linda Putnam

MINUTES

Commissioner Wyatt made a motion to approve the Work Session on October 18, 2016, the Quarterly minutes for October 19, 2016 and the Special Called meeting on November 10, 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.

ELECTION OF OFFICERS

Chairman Ledbetter opened the floor for nominations for Chairman.

Commissioner Sparks made a motion to nominate Commissioner Russell Ledbetter. 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.

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

Commissioner Green made a motion to nominate Commissioner Joey Darby. 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.

PUBLIC HEARING

“Members of the public may speak or address the Commission during the public hearing portion of the meeting. Any member of the public desiring to speak or address the Commission must sign the speakers list prior to the beginning of the public hearing portion of the meeting. The order of speakers shall be determined by order of sign-up by issue. All speakers shall first identify themselves and whom they represent.”

Chairman Ledbetter opened the floor for comments regarding the 360-X-1-.01 General Regulations and Administrative Procedures, 360-X-2-.01 Certified Basic Fire Fighter, 360-X-2-.02 Certified Fire Fighter I, 360-X-2-.04 Certified Career Fire Fighter and 360-X-3-.01 Certified Fire Instructor I. There were no comments from visitors.

Commissioner Wyatt made a motion to adopt the changes to 360-X-1-.01 General Regulations and Administrative Procedures. 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 Green made a motion to delay any action on 360-X-2-.01, 360-X-2-.02 and 360-X-2-.04 (the Fire Fighter series) until the April Quarterly 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
Scott Pilgreen – Yes
Gary Sparks - Yes
Dale Wyatt – Yes

Motion carried.

No motion was made regarding 360-X-3-.01 Certified Fire Instructor I.

Committee Chairman Sparks made a Policy and Procedures Committee motion to accept an Instructor Resolution:

Be it resolved by the Commission that, as a part of the inherent powers of an educational institution, and in light of concerns on the quality of instructors, the Commission requests that the Executive Director very thoroughly vet all proposed instructors before approving a course for certification, including that the lead instructor must have at least 3 years' experience as a certified firefighter.

The motion 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 OF THE YEAR RECOGNITION – James LeVert

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.

Interim Executive Director Zaragoza introduced James LeVert as the 2016 Employee of the Year. James has worked for the Alabama Fire College for several years and knows this campus inside and out, and has worked in several different positions. James is able to do whatever he's asked to do, including restoring an ambulance and inserting it into the EMS lab for training.

EMPLOYEE RECOGNITIONS

Administration Section Chief Mary Beth Finn announced that Donna Barrett is the Administration Employee of the Quarter. She's been employed for 16 years as our custodian. Donna receives high praise from our critiques and always provides excellent customer service.

Due to the Regional Section Chief's absence, Training Section Chief Matt Russell announced that Danny Southard is the Regional Section Employee of the Quarter. Danny has great integrity and his documentation is impeccable. He's taught 7 cancer awareness classes in the past 6 months. We appreciate his service.

Matt Russell announced that Marty McElroy is the Training Section Employee of the Quarter. Marty has served a stint in the Marine Corp and he now works full time with Tuscaloosa Fire and Rescue. He's responsible for our Department of Defense program which trains students all over the world. The DOD revenue helps keep our tuition low.

Director's Report:

Interim Executive Director Zaragoza said that the distance learning courses have increased over the last year and the EMS courses are also doing well. Zaragoza stated that he's been the interim director since November 7th and he served on the Commission for several years before that. He's realized just how much work goes on behind the scenes, and commended the staff for their hard work for the Commission and the fire service.

COMMITTEE REPORTS

Finance:

Committee Chairman Darby made a committee motion to upgrade an existing Unit Leader position from an E1-2 to an E1-1 salary schedule, to be consistent for all Unit Leaders. 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 upgrade a Support Specialist I position to a Support Specialist II position, citing her additional duties and responsibilities merit the increase. 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 Darby stated that the Jameson, Money, Farmer PC external audit has been received in a draft format. The final audit will be presented at the April Commission meeting.

Committee Chairman Darby made a committee motion to bid out the necessary roof repair for the college's main building. 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 approve a Payroll Resolution:

WHEREAS, the Fire College's auditors have identified difficulties for the Fire College in maintaining payroll periods that end on the 18th of every month, with paychecks paid at the end of the month; and

WHEREAS, payroll periods ending on the 18th of the month lap over both calendar and fiscal years; and

WHEREAS, employees and managers have trouble calculating benefits and payroll with an awkward payroll system ending on the 18th of every month;

NOW, THEREFORE, be it resolved by the Commissioners of the Alabama Firefighters' Personnel Standards and Education Commission that a monthly payroll system, running concurrent with a calendar or fiscal year, is a more effective way of paying employees and administering benefits.

NOW, THEREFORE, be it resolved that the Commission directs its interim executive director to alter the payroll system so that each payroll period is monthly (12 payrolls per year), effective as soon as the interim executive director, in his discretion, is able to effectively make this change.

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 adopt the Publication Development 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.

Committee Chairman Sparks made a committee motion to approve a Foundation Resolution:

The Commission finds, in its legislative capacity, that the Alabama Fire College benefits from the efforts from the AFC Foundation, Inc.

Therefore, be it resolved by the Commission, that the Executive Director, in his/her discretion, is authorized to use Commission resources to assist the AFC Foundation, Inc.

Roll call vote was taken.

Joey Darby – Recuse (“as a foundation board member that receives no compensation”)
Billy Doss - Recuse (“as a foundation board member that receives no compensation”)
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

Administration Section Chief Mary Beth Finn gave a report on ProClass, which is a database system that is being customized for the Fire College needs. This system will expedite our registration process and help us to be more efficient.

NEW BUSINESS

Zaragoza presented changes to Administrative Code 360-X-19-.01 Certified Rescue Technician: Dive Rescue. The change would require that the candidate must be a Certified Rescue Technician: Surface Water Rescue Technician levels I/II and must hold a valid open water dive certification from an accredited training agency.

Commissioner Green made a motion to adopt proposed changes to Administrative Code 360-X-19-.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.

Zaragoza gave a brief update on the AFC Foundation. He thanked the Commission for passing the resolution allowing the staff to work on behalf of the foundation in its fundraising efforts. The five member board is independent of the Fire College. In consulting with Ed Paulk, an auditing firm will handle the books, and the by-laws will be restructured.

Reid Vaughan gave an overview of the Pipeline Program. The goal is to roll out this program by spring 2017.

Section Chief Finn gave an overview of Marion Military Institute and our partnership with them.

Section Chief Russell delivered an update on the Regional Program in Section Chief David Thornburg's absence. Maps comparing 2015 to 2016 for regional training were presented. Overall there's been an increase in training in the state, due to our regional staff and their hard work.

BUSINESS FROM VISITORS

Chief Burdette from Pell City spoke regarding his concerns on medical screening for recruits and high school students. He offered to be part of a committee to research a better option to keep our students safe.

BUSINESS FROM COMMISSION MEMBERS

Commissioner Sparks commented about the passing of Tracy Sanders who was killed in the line of duty on Friday, January 13, 2017. Reid Vaughan and Commissioner Green were very helpful in assisting the fire department and the family during this crisis.

Commissioner Darby stated he was very proud of the regional staff and impressed upon the Commissioners to continue to support them, as they are the ones that bring new programs to the field. Quality assurance is vital.

The next Work Session will be April 18, 2017 at 12:00 p.m. Committee meetings will immediately follow the Work Session.

The next Quarterly Commission Meeting will be April 19, 2017 at the Alabama Fire College.

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

Meeting adjourned.

Respectfully submitted,


Alberto Zaragoza
Interim Executive Director


Melony Carroll
Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Finance Committee Meeting

March 14, 2017

8:00 a.m.

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

Chairman Darby stated that all Commission members were present.

Visitors

Teresa Petelos, Gene Necklaus

Meeting Minutes

The Committee was briefed by Interim Executive Director Alberto Zaragoza on the Roof Bid. Bids were opened on February 28, 2017 with only one bidder, Johns & Kirksy, Inc. The roof repair bid award includes unit pricing if required, for additional items found during the repair.

Commissioner Wyatt made a motion to accept the roof bid from Johns & Kirksy, Inc. with the base bid of \$95,000 that includes a twenty year warranty, giving the Executive Director the authority to sign all necessary documents. It was seconded by Commissioner Pilgreen. Motion carried unanimously.

Zaragoza stated that the Burn Building and Training Tower Repairs Bid was opened on February 28, 2017 with two bidders: Coating Systems, LLC at \$41,790 with all options and Doyle Restoration, Inc. at \$58,760 with all options.

Commissioner Wyatt made a motion to accept the bid from Coating Systems, LLC at \$41,790 giving the Executive Director authority to sign all necessary documents. It was seconded by Commissioner Ledbetter. Motion carried unanimously.

Zaragoza asked that the ladder truck refurbish discussion be moved to the April Quarterly meeting. The Fire College staff will be reviewing other options and will report at the April meeting.

The next item on the agenda was the SCBA Fill Station Bid. Zaragoza said the bid was opened on March 13, 2017 and there were three bidders: NAFECO at \$52,143 with options, Sunbelt Fire at \$58,629 with options, and Southeast Area Fire Equipment at \$57,430 with options.

Commissioner Doss made a motion to accept the bid from NAFECO at \$52,143 giving the Executive Director the authority to sign all necessary documents. It was seconded by Commissioner Sparks. Motion carried unanimously.

Commissioner Wyatt made a motion that the funding for the roof bid, burn building and training tower bid and the SCBA fill station bid come out of reserves. It was seconded by Commissioner Green. Motion carried unanimously.

Zaragoza discussed the 2016 Audit Report from Jamison, Money, Farmer PC and said there were no changes from the draft submitted in January.

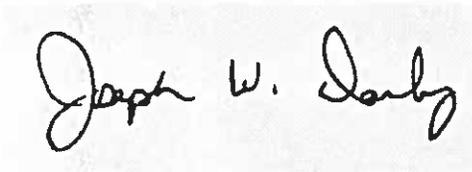
Commissioner Green made a motion to accept the 2016 Audit and it was seconded by Commissioner Sparks. Motion carried unanimously.

Cece Hubbert (the Finance Officer), reviewed the January 2017 Financial Statement.

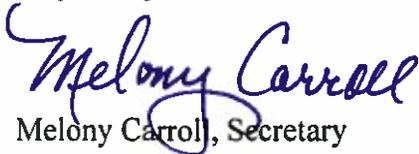
Commissioner Sparks made a motion to accept the January 2017 Financial Statement and it was seconded by Commissioner Doss. Motion carried unanimously.

Commissioner Wyatt made a motion to adjourn and it was seconded by Commissioner Doss. The meeting was adjourned.

Respectfully submitted,

A handwritten signature in black ink that reads "Joey W. Darby". The signature is written in a cursive style with a large initial 'J'.

Joey Darby, Chairman

A handwritten signature in blue ink that reads "Melony Carroll". The signature is written in a cursive style with a large initial 'M'.

Melony Carroll, Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Special Called Commission Meeting March 14 & 15, 2017

The meeting was called to order by Chairman Russell Ledbetter at 8:30 a.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. Quorum ascertained. (Attorneys Mark Boardman and Teresa Petelos)

VISITORS

Gene Necklaus, Andy Woody and Matt Russell.

MINUTES

Attorney Mark Boardman stated that his law firm had been tasked by the Commission to handle the search for the new Executive Director. Four applicants were selected to interview but one cancelled on March 13, 2017. Two are in attendance and one will be interviewed by teleconference as he was unable to attend in person due to a recent surgery. Those interviewed were: Mr. Andy Woody, Mr. Matt Russell and Mr. Scott Hechler.

The two in attendance selected an envelope which signified "Interview #1" or "Interview #2". The individual by teleconference will be the final interview.

Mr. Woody drew "Interview #1" and his interview began at 8:40 a.m.

Mr. Russell drew "Interview #2" and his interview began at 10:00 a.m.

Mr. Hechler interviewed by teleconference at 11:10 a.m.

Commissioner Darby asked the same series of questions to each applicant. The Commissioners were allowed to ask follow-up questions.

Commissioner Wyatt made a motion to recess until 9:00 a.m. on March 15, 2017. Commissioner Darby seconded it.

The meeting reconvened at 9:00 a.m. on March 15, 2017.

Commissioner Wyatt made a motion that the Commission contract with Mr. David M. "Matt" Russell to serve as Executive Director, with the term of employment for the period ending on the second quarterly Commission meeting of 2019, with a six month probationary period and a guarantee of salary and benefits until March 15, 2018. Further, the Chairman is authorized to negotiate and execute a contract with Mr. Russell. 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 unanimously.

Commissioner Darby made a Finance Committee motion to accept the roof bid from Johns & Kirksy, Inc. with the base bid of \$95,000 (which was the only bidder) that includes a twenty year warranty, giving the Executive Director the authority to sign all necessary documents. 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 Darby made a Finance Committee motion to accept the burn building and training tower repairs bid from Coating Systems, LLC at \$41,790 (which was the lowest bid) giving the Executive Director authority to sign all necessary documents. 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 Darby made a Finance Committee motion to accept the SCBA Fill Station bid from NAFECO at \$52,143 (which was the lowest bid) giving the Executive Director the authority to sign all necessary documents. 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 Darby made a Finance Committee motion that the funding for the roof bid, burn building and training tower bid and the SCBA fill station bid come out of reserve funds. 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 Darby made a Finance Committee motion to accept the September 30, 2016 Financial Audit. 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 Darby made a Finance Committee motion to accept the January 2017 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.

Commissioner Darby recognized and thanked Butch Zaragoza for keeping the Fire College going in the right direction the last few months.

Newly appointed Executive Director Matt Russell acknowledged Mr. Andy Woody and his heart for the fire service and wished him well. He also thanked Chief Zaragoza for his leadership and guidance and presented him with a token of the staff's appreciation.

Butch Zaragoza thanked the Commission and the AFC staff. A reception for Butch immediately followed the meeting.

The next work session will be April 18, 2017 at noon. The next quarterly meeting will be on April 19, 2017.

Commissioner Wyatt made a motion to adjourn the meeting.

Meeting adjourned.

Respectfully submitted,


Alberto Zaragoza
Interim Executive Director


Melony L. Carroll
Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Commission Work Session Meeting April 18, 2017

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

Mary Beth Finn, David Thornburg, Cece Hubbert, Kim Davis and Teresa Petelos

MINUTES

Executive Director Matt Russell discussed several matters: the organizational structure; the financial needs that merit a tuition increase; the fire fighter realignment codes; and updates pertaining to the Fire College.

No actions were taken.

FINANCE COMMITTEE

Chairman Darby discussed the February Financial Statement; the need to designate signers for the bank cards; the ladder truck recommendation; and the proposed tuition increase. 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

Needed resources for paramedic distance delivery were discussed. The Committee as a whole approved to bid out EMS resources that would require a bid, to be presented at the Quarterly Commission meeting.

Meeting adjourned.

Respectfully submitted,



David M. Russell
Executive Director



Melony Carroll
Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Quarterly Commission Meeting April 19, 2017

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

Bill Warren, Cece Hubbert, Rick Gregg, Kim Davis, Steve Sutherland, Russell Jackson, Ashley Owens, James LeVert, Reid Vaughan, Tracy McNair, Terri Huddleston, Kimberly Rodriguez, Lonnie Branson, Pat Hamilton, Tina Simmons, Kiristen Baker, Tamara Judd and Damien Davis

MINUTES

Commissioner Sparks made a motion to approve the minutes for the Work Session on January 17, 2017, the Quarterly meeting on January 18, 2017, the Finance Committee meeting on March 14, 2017, the Special Called meeting on March 14-15, 2017. 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.

EMPLOYEE OF THE QUARTER RECOGNITION

Executive Director Matt Russell stated that the Sections Chiefs have decided to recognize one employee of the quarter at each Quarterly Commission meeting. Russell feels that this will have more meaning to the award itself. At the end of the year an employee will be chosen as Employee of the Year.

Executive Director Russell announced that both Mary Beth Finn and David Thornburg received the Employee of the Quarter this quarter. Russell stated as Section Chiefs, they were both instrumental in ensuring that the Fire College continued to run smoothly during the transition with Chief Zaragoza as the Interim Executive Director and also during his transition from Section Chief to Executive Director.

Director's Report:

Russell asked Section Chief Thornburg to give a report on the student numbers.

Russell gave updates on several projects:

- The SCBA compressor has been installed
- The recommendation to bid out a ladder truck instead of refurbishing our old truck
- The roof repair is at 75% completion
- The drill tower and burn building have been painted and are near completion
- The payroll resolution passed by the Commission, will be implemented in June or July
- The proposal for tuition increase
- The organizational structure has been realigned by moving Certification under the Executive Section and the Curriculum Unit has been moved under the Training Section. There are no plans at this time to hire a Training Section Chief replacement, which will result in a cost saving. This will be re-evaluated in 6 months.

Russell Jackson from the National Center for Fire and Life Safety gave an overview of the Hero's Activity Center and several features of this project.

COMMITTEE REPORTS

Finance:

Committee Chairman Darby made a committee motion to approve the February 28, 2017 Financial Statements, as presented. 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 update the Bank of Moundville signature cards to reflect the new Executive Director Matt Russell, and to include the current Chairman Russell Ledbetter; Vice-Chairman Joey Darby; and the Executive Director Matt Russell, as the three authorized signatures and to require 2 signatures for transactions. 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 allocate \$130,000 from reserve funds to purchase, in compliance with the Alabama Bid Law, a 2001 E-One 75' Quint, or equivalent, and to declare surplus, and thus trade-in, the currently owned 1993 E-One 75' Ladder Truck. Further, this motion authorizes the Executive Director to sign all necessary documents to complete this purchase and trade-in. 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 approve a Tuition Increase Resolution:

WHEREAS, the Finance Committee recognizes that the Commission has not approved an overall tuition increase since 2003; and

WHEREAS, the State appropriation has decreased since that time; and

WHEREAS, we also recognize that we've been using reserve funds for operational needs for the last two years;

NOW, THEREFORE, be it resolved by the Commissioners of the Alabama Firefighters' Personnel Standards and Education Commission that the Executive Director is authorized to increase tuition for all courses by an amount not to exceed 10% per year, per course, for the next two fiscal years, beginning October 1, 2017

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 requested that the Executive Director include the NCFLS request for funding in the upcoming budget so the Finance Committee will be able to review it.

Policy & Procedures/By-Laws:

Committee Chairman Sparks stated there was no report.

EMS:

Committee Chairman Wyatt made a committee motion to bid out the EMS equipment required to support the regional and distance delivery for the EMS program. 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.

UNFINISHED BUSINESS

Russell discussed the Fire Fighter Realignment proposal stating that the advisory panel met on February 24, 2017. They reviewed and evaluated the current fire fighter programs to attempt to find one path to become a fire fighter in the state of Alabama. A number of conflicts were found. Therefore, the panel agreed to table indefinitely the proposed changes to the Administrative Code to alter firefighter training.

Commissioner Doss made a motion to rescind the motion that was previously adopted on October 19, 2016 that would adopt proposed changes to the Administrative Code Fire Fighter series 360-X-2-.01; 360-X-2-.03; and 360-X-2-.04. 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.

Russell also talked about the need to implement a procedure which requires successful completion of the firefighter skills assessment for all candidates prior to their attendance in the Fire Fighter Bridge Program.

Commissioner Doss made a motion to adopt a change to Administrative Code 360-X-2-.01 Certified Volunteer Fire Fighter and add:

Prior to entering the certification course, the candidate must have on file with the Commission a Physical Statement (AFC & PSC Form 05) from a physician licensed to practice in Alabama or such physician's designee.

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.

Section Chief Finn gave updates on our partnership with Marion Military Institute and the Pro Class database system.

Commissioner Darby expressed interest in having a Quarterly Commission Meeting on the Marion Military Institute campus in the fall.

NEW BUSINESS

Russell said there were several issues in the Administrative Code would need to be corrected in the upcoming months. He asked the Certification Unit Leader, Kim Davis, to address the current proposed code changes.

Commissioner Green made a motion to adopt proposed changes to Administrative Code 360-X-3-.01 Certified Fire Instructor I 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.

Commissioner Wyatt made a motion to adopt proposed changes to Administrative Code 360-X-9-.03 Certified Hazardous Materials Technician and 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.

Commissioner Wyatt made a motion to adopt proposed changes to Administrative Code 360-X-9-.04 Certified Hazardous Materials Incident Commander 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.

Commissioner Sparks made a motion to adopt proposed changes to Administrative Code 360-X-10-.01 Certified Public Safety Telecommunicator 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.

Commissioner Green made a motion to adopt proposed changes to Administrative Code 360-X-17-.02 Certified Plans Examiner II 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.

BUSINESS FROM VISITORS

There was none.

BUSINESS FROM COMMISSION MEMBERS

Commissioner Darby stated that a group of Alabama fire service leaders, including Matt Russell, attended the CFSI (Congressional Fire Service Institute) dinner in Washington D.C. recently. They were able to meet with 8 of the 9 congressional delegations from Alabama.

Darby also complimented the staff on the outstanding Instructor I video.

The next Work Session will be July 18, 2017 at 12:00 p.m. Committee meetings will immediately follow the Work Session.

The next Quarterly Commission Meeting will be July 19, 2017 at the Alabama Fire College.

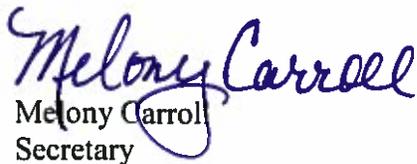
Commissioner Wyatt made a motion to adjourn the meeting and it was seconded by Commissioner Sparks.

Meeting adjourned.

Respectfully submitted,



David M. Russell
Executive Director



Melony Carroll
Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Special Called Commission Meeting May 23, 2017

The meeting was called to order by Chairman Russell Ledbetter at 10:00 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, Scott Pilgreen, Gary Sparks and Dale Wyatt. Quorum ascertained. (Attorney Mark Boardman)

VISITORS

Tammy Peavy, David Thornburg, Mary Beth Finn, Shawn Spier

MINUTES

Executive Director Matt Russell discussed the proposed reallocation of funding and duties for Workplace Safety Training (WST) due to Karen Blackwood's resignation.

Cece Hubbert has been named the Business Official for WST grants which has increased her duties and responsibilities. Russell requested a salary increase of \$4,985 which will be charged to the WST program and will not impact the Alabama Fire College funds.

Also due to Ms. Blackwood's resignation, Tabitha Carter's duties have increased making her position in line with the Support Specialist II's in our organization, increasing her salary by \$4,642.

Commissioner Wyatt made a motion to upgrade Cece Hubbert's salary from D-1, 1A (\$66,373) to D-1, II (\$71,358) and Tabitha Carter's salary from E4-6 (\$31,944) to E4-5 (\$36,586). Roll call vote was taken.

Billy Doss – yes
Mike Green – yes
Russell Ledbetter – yes
Scott Pilgreen – yes
Gary Sparks – yes
Dale Wyatt – yes

Motion carried unanimously.

Russell explained that the EMS Trailer Bid was published in the newspaper and was sent to four vendors. Only one bid was received. It's a 24' trailer, 2 seven thousand pound axles, a generator, air conditioner, and can potentially be used as a mobile laboratory for our distance delivery EMS students, costing \$23,727.

Commissioner Wyatt made a motion to award the bid to The Storage Place for \$23,727. It was seconded by Commissioner Doss. Roll call vote was taken.

Billy Doss – yes
Mike Green – yes
Russell Ledbetter – yes
Scott Pilgreen – yes
Gary Sparks – yes
Dale Wyatt – yes

Motion carried unanimously.

The next item on the agenda was the Aerial Apparatus Bid and Russell said that there was only one bidder. This apparatus is a used 2000 E-One 75' Quint for \$130,000 with trade-in of our 1993 apparatus.

Commissioner Green made a motion to award the apparatus bid to Brindlee Mountain for \$130,000 and to approve the trade in of our surplus old apparatus. It was seconded by Commissioner Doss. Roll call vote was taken.

Billy Doss – yes
Mike Green – yes
Russell Ledbetter – yes
Scott Pilgreen – yes
Gary Sparks – yes
Dale Wyatt – yes

Motion carried unanimously.

The final item discussed was the ALS Manikin Bid. Russell stated this would be used for the Paramedic distance delivery program for skills testing on site. Only one bid was received. Russell will ask the AFC Foundation, Inc. to pay this cost of \$27,848.

Commissioner Wyatt made a motion to award the ALS Manikin bid to Laerdal for \$27,848 and it was seconded by Commissioner Green. Roll call vote was taken.

Billy Doss – yes
Mike Green – yes
Russell Ledbetter – yes
Scott Pilgreen – yes
Gary Sparks – yes
Dale Wyatt – yes

Motion carried unanimously.

Russell asked Tammy Peavy from the Mississippi State Fire Marshal's office to give a brief presentation on the work they've been doing to prevent fire related civilian casualties.

The next work session will be July 18, 2017 at noon. The next quarterly meeting will be on July 19, 2017.

Commissioner Wyatt made a motion to adjourn the meeting.

Meeting adjourned.

Respectfully submitted,

A handwritten signature in blue ink that reads "David M. Russell". The signature is written in a cursive style with a large, prominent 'D'.

David M. Russell
Executive Director

A handwritten signature in blue ink that reads "Melony Carroll". The signature is written in a cursive style with a large, prominent 'M'.

Melony Carroll
Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Commission Work Session Meeting July 18, 2017

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

Cece Hubbert, Kim Davis, Reid Vaughan, Jason Jackson, Amy Bowden

MINUTES

Executive Director Matt Russell discussed several matters and updates pertaining to the Fire College. There was discussion regarding the Physical Statement and the Fire Fighter Medical Exam forms and the Fire College travel policies.

Russell asked Jason Jackson to review the proposed Administrative Code changes to the Fire Fighter series.

No actions were taken.

FINANCE COMMITTEE

Chairman Darby discussed the May Financial Statement; the FY18 budget; the mobile training tower; the tractor bid; the reallocation of surplus funds; and the USDA Rural Utilities Service Grant match request. The Committee as a whole approved these items to move forward to the Quarterly Commission meeting.

POLICY AND PROCEDURES/BY LAWS COMMITTEE

Commissioner Sparks discussed policy 301.02 and 318.01. Policy 307.01 received clarification from Attorney Mark Boardman. The Committee as a whole approved these items to move forward to the Quarterly Commission meeting.

EMS COMMITTEE

No discussion.

Meeting adjourned.

Respectfully submitted,



David M. Russell
Executive Director



Melony Carroll
Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Quarterly Commission Meeting July 19, 2017

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

Gene Necklaus, Monica Sparks, Bill Warren, Cece Hubbert, Rick Gregg, Kim Davis, Steve Sutherland, Ashley Owens, A.J. Martin, Reid Vaughan, Donna Barrett, Gabriel Latham, Tiffany Lyons, Christy Ryland, Tracy McNair, Lonnie Branson, Pat Hamilton, and Tina Simmons

MINUTES

Commissioner Wyatt made a motion to approve the minutes for the Work Session on April 18, 2017, the Quarterly meeting on April 19, 2017, the Special Called meeting on May 23, 2017. 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.

EMPLOYEE OF THE QUARTER RECOGNITION

Executive Director Matt Russell stated that the Sections Chiefs have decided to recognize one employee of the quarter at each Quarterly Commission meeting. Russell feels that this will have more meaning to the award itself. At the end of the year an employee will be chosen as Employee of the Year.

Executive Director Russell announced that Rick Gregg is the Employee of the Quarter. Several nominations were received including a note in the suggestion box that stated: Rick is the face of the Alabama Fire College.

Russell said Rick is consistent, reliable and trustworthy. He's our "go to" guy and our selection for this quarter.

PUBLIC HEARING

Chairman Ledbetter opened the floor for comments regarding Administrative Code:

- 360-X-2-.01 Certified Volunteer Fire Fighter
- 360-X-3-.01 Certified Fire Instructor I
- 360-X-9-.03 Certified Hazardous Materials Technician
- 360-X-9-.04 Certified Hazardous Materials Incident Commander
- 360-X-10-.01 Certified Public Safety Telecommunicator
- 360-X-17-.02 Certified Plans Examiner II
- 360-X-19-.07 Certified Rescue Technician: Dive Rescue

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

Commissioner Wyatt made a motion to adopt all proposed changes to 360-X-2-.01; 360-X-3-.01; 360-X-9-.03; 360-X-9-.04; 360-X-10-.01; 360-X-17-.02; and 360-X-19-.07. 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.

Director's Report:

Russell gave updates on several projects:

- Two employees have resigned stating the need to be closer to their families
- A joint purchasing agreement request has been sent to Beth Chapman for the legislative session
- State Incident Management Team needs lieutenants and captains to teach classes for all-hazards
- Approaching Alzheimer's: First Responder Training certificate has been spearheaded by Section Chief Finn and is available to the public
- Marion Military Institute and Marion Fire Department will be taking advantage of our distance delivery process
- The decision has been made to break ties with ProClass and we are expecting a portion of our payment to be reimbursed
- AFC Foundation roast was a success, raising \$34,500. Thanks to Beth Chapman, Mary Beth Finn and Kimberly Rodriguez for their hard work
- Reid Vaughan presented information on propane emergencies and the student numbers.
- A Continuing Education Manual was given to the Commissioners showing several modules to help departments meet the required 30 hours of training each year.

COMMITTEE REPORTS

Finance:

Committee Chairman Darby made a committee motion to approve the May 31, 2017 Financial Statements, as presented. 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 FY 18 Budget as proposed. 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 Mobile Training Tower as a sole source purchase for an amount not to exceed \$250,000. 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 to go to bid on a tractor for the Mobile Training Tower. 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 authorize the Executive Director to reallocate surplus funds in the IT account where needed, to cover FY17 shortages in other accounts. 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 matching funds of \$35,738 from reserves for the FY16 USDA Rural Utilities Service Grant. 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 changes to Policy 301.02 Accounting Procedures. 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 Sparks made a committee motion to approve the changes to Policy 318.01 Audits. 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 Sparks made a committee motion to approve the changes to Policy 610.01 Leaves With Pay. 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.

NEW BUSINESS

Russell said there were several issues in the Administrative Code would need to be corrected in the upcoming months.

Commissioner Wyatt made a motion to adopt proposed changes to Administrative Code 360-X-2-.01, 360-X-2-.02, 360-X-2-.03, 360-X-2-.04, 360-X-11-.01, 360-X-11-.02 and the addition of two new levels 360-X-11-.03 and 360-X-11-.04 and 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.

Russell explained the necessity of hiring a full time Support Specialist III in the Certification Unit to provide consistency and continuity to the unit.

Commissioner Wyatt made a motion to approve the Certification Support Specialist III position 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.

Russell stated the need to hire a Training Specialist due to the reassignment of Jason Jackson to manage the recruit training across the state. Adam Watley was tasked with the daily coordination of our campus recruit schools, but as an hourly employee he is close to going over the allotted hours for part time personnel. As a 75% employee, Watley will handle recruit schools and assist with curriculum and certification needs.

Commissioner Sparks made a motion to hire Adam Watley as a 75% employee 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.

Chairman Ledbetter said the final item for discussion is the National Center for Fire and Life Safety request.

Commissioner Darby made a motion to approve \$42,500 to supplement the Chief Program Officer salary for NCFLS for FY 18. 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

The next Work Session will be October 17, 2017 at 12:00 p.m. Committee meetings will immediately follow the Work Session.

The next Quarterly Commission Meeting will be October 18, 2017 at the Alabama Fire College.

Commissioner Wyatt made a motion to adjourn.

Meeting adjourned.

Respectfully submitted,

A handwritten signature in blue ink that reads "David M. Russell".

David M. Russell
Executive Director

A handwritten signature in blue ink that reads "Melony Carroll".

Melony Carroll
Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Commission Work Session Meeting October 17, 2017

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

Cece Hubbert, Kim Davis, David Thornburg, Patrick Dunlap, Christy Ryland, Kimberly Rodriguez, Pat Hamilton, Ray Grantham, Rick Gregg, Tiffany Lyons, Linda Putnam, Tracy McNair, Donna Barrett, Jeri Ayers, Tina Simmons

MINUTES

Executive Director Matt Russell discussed several matters and updates pertaining to the Fire College including the Public Hearing scheduled on October 18, 2017.

Russell stated that Kim Davis is the Employee of the Quarter. Kim's integrity and ability to find solutions to problems make her a valuable asset to the Fire College. An award was presented to her by Chairman Ledbetter and Executive Director Russell.

No actions were taken.

FINANCE COMMITTEE

Chairman Darby discussed the Tractor Tow Vehicle bid, the 2016 and 2017 AFG grants, the Hotel bid, the CD rates, the FY18 Budget and the August 2017 financial statement. The Committee as a whole approved these items to move forward to the Quarterly Commission meeting for approval.

POLICY AND PROCEDURES/BY LAWS COMMITTEE

No discussion.

EMS COMMITTEE

No discussion.

Meeting adjourned.

Respectfully submitted,



David M. Russell
Executive Director



Melony Carroll
Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Quarterly Commission Meeting October 18, 2017

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

Gene Necklaus, Cece Hubbert, A.J. Martin, Reid Vaughan, Ryan Kaser, John Brook and David Thornburg

MINUTES

Commissioner Sparks made a motion to approve the minutes for the Work Session on July 18, 2017 and the Quarterly meeting on July 19, 2017. 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.

PUBLIC HEARING

“Members of the public may speak or address the Commission during the public hearing portion of the meeting. Any member of the public desiring to speak or address the Commission must sign the speakers list prior to the beginning of the public hearing portion of the meeting. The order of speakers shall be determined by order of sign-up by issue. All speakers shall first identify themselves and whom they represent.”

360-X-2-.01 Certified Volunteer Fire Fighter

360-X-2-.02 Certified Fire Fighter I

360-X-2-.03 Certified Fire Fighter II

360-X-2-.04 Fire Fighter I/II Bridge Certification Program (Repeal)

360-X-2-.05 Special Certification For Fire Chief

360-X-11-.01 Certified Public Fire and Life Safety Educator I

360-X-11-.02 Certified Public Fire and Life Safety Educator II

360-X-11-.03 Certified Youth Firesetter Intervention Specialist

360-X-11-.04 Certified Youth Firesetter Program Manager

Chairman Ledbetter opened the floor for comments regarding the proposed changes to the Administrative Code.

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

Commissioner Wyatt made a motion to adopt all proposed changes and additions to 360-X-2-.01; 360-X-2-.02; 360-X-2-.03; 360-X-2-.04; 360-X-2-.05; 360-X-11-.01; 360-X-11-.02; 360-X-11-.03; and 360-X-11-.04. 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.

EMPLOYEE OF THE QUARTER RECOGNITION

Executive Director Russell stated that Kim Davis was selected this quarter, due to her skill set and knowledge with our certification processes. Her integrity, professionalism and attention to detail of the Administration Code, have been valuable to our state and the fire service globally. Per an outside request, Kim will be administering a site review in South Africa in November....another testament to her knowledge and skills set.

Director's Report:

Russell asked Section Chief Thornburg to give a student numbers report. Thornburg stated that training numbers fluctuate do to several factors. Our student numbers are down slightly from last year, but we've changed our emphasis from market saturation (which has been successful) to an emphasis on quality of instruction and keeping our inventory fresh.

Russell gave updates on several items including:

- Lonnie Branson was selected to fill the Certification Specialist position and Patrick Dunlap was selected to fill the IT Specialist position.

- The Section Chief of Training position was filled by Tim Love. He is scheduled to begin on November 1st.
- We have full staffing with the exception of a Section Chief and Curriculum Specialist.
- The NFA Grant, the RUS Grant and the AFG Grants were discussed.
- AFC Foundation, Inc. has received two Daniel Foundation grants of \$15,000 and \$20,000 for Firefighter Bridge Program students.
- Firefighter Continuing Education Program has received 25 applications and 10 users are online.
- The Mobile Drill Tower anticipated delivery date is early 2018.
- The Mobile Skills Laboratory trailer has been received. Work will begin on the interior soon.
- Joint Purchasing Agreement legislation has been drafted by Mark Boardman and forwarded to Beth Chapman for submission to the Legislature in January.
- Server/IT issues require a comprehensive overhaul. We are requesting quotes from several companies.

Chairman Ledbetter stated that Russell Jackson from NCFLS was not able to make his presentation today therefore he would possibly be rescheduled at a later date.

COMMITTEE REPORTS

Finance:

Committee Chairman Darby made a committee motion to award the tractor-tow vehicle bid to Birmingham Freightliner as the lowest responsive and responsible bidder in the amount of \$119,976. 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 apply remaining funds from the 2016 AFG grant towards additional options for the Mobile Drill Tower project. 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 continue the current contract agreement for another year with Country Inn & Suites as the low hotel bid at \$65. 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 renew the CD in the amount of one million dollars for twenty-four months at 1.41% with West Alabama Bank & Trust. 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 transfer the remaining funds from the maturing CD in excess of one million dollars to the Bank of Moundville operating account. 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 matching funds up to \$75,000 for the 2017 AFG grant application. 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 amend the FY18 budget to increase the Facilities – Capital Projects line by \$15,000. 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 August 2017 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.

Policy & Procedures/By-Laws:

Committee Chairman Sparks stated there was no report.

EMS:

Committee Chairman Wyatt gave an update on the EMS Skills Laboratory reimbursement. Russell said he'll be meeting with the AFC Foundation on November 2nd to make the formal request.

UNFINISHED BUSINESS

Russell asked David Thornburg, the Section Chief of Training, to discuss the Firefighter Proficiency Exam that will be effective January 1, 2018. Chairman Ledbetter stated that he wanted follow-up with the agencies involved, and Russell assured him that would take place.

NEW BUSINESS

Russell explained the need for self-sponsored recruit candidates to receive a background check and a drug test before entering a course, as our EMT students are already doing.

Russell proposed a new level to be added to the Administrative Code: 360-X-27-.01 Certified Incident Management Team Member.

Commissioner Wyatt made a motion to adopt proposed addition to Administrative Code 360-X-27-.01 Certified Incident Management Team Member and 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.

Chairman Ledbetter said it was time for the Executive Director's evaluation. He explained that the Director would submit a self-evaluation first, and then the Commissioners would send in their evaluations.

BUSINESS FROM VISITORS

There was none.

BUSINESS FROM COMMISSION MEMBERS

Commissioner Sparks recognized Chief A.J. Martin's retirement and thanked him for his friendship towards the Alabama Fire College and leadership in our state.

The next Work Session will be January 16, 2018 at 12:00 p.m. Committee meetings will immediately follow the Work Session.

The next Quarterly Commission Meeting will be January 17, 2018 at the Alabama Fire College.

Commissioner Wyatt made a motion to adjourn.

Meeting adjourned.

Respectfully submitted,

A handwritten signature in blue ink that reads "David M. Russell". The signature is written in a cursive style with a large initial 'D'.

David M. Russell
Executive Director

A handwritten signature in blue ink that reads "Melony Carroll". The signature is written in a cursive style with a large initial 'M'.

Melony Carroll
Secretary