

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Commission Work Session Meeting January 15, 2019

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

Arthur Willis, Kim Davis, David Thornburg, Cece Hubbert, Amy Bowden, Reid Vaughan and Marty Lee

MINUTES

Marty Lee from Jackson Thornton presented his audit review to the Commissioners.

Executive Director Russell asked Section Chief Arthur Willis to give a student numbers report and Section Chief Thornburg gave a year in review for the Alabama Fire College. Russell also discussed several matters and updates pertaining to the Fire College.

Regarding the employee's email to all Commissioners, Attorney Mark Boardman asked the Commissioners to ignore that email and allow staff to work through the issue presented by the employee. Even though the employee is operating outside appropriate channels, Mr. Boardman said that the staff will abide by the appropriate channels. This will allow the employee to later appeal the Executive Director's decision, if and whenever one is made, to the Commission. Until then, as long as the Commissioners continue to NOT be involved, the Commissioners can hear, without bias or prejudice, the evidence at the appeal.

No actions were taken.

FINANCE COMMITTEE

Roll call revealed the following members present: Joey Darby, Billy Doss, Mike Green, Russell Ledbetter, Scott Pilgreen, Gary Sparks and Dale Wyatt.

Committee Chairman Darby discussed the 2018 Year End Financial Statements as presented by Jackson Thornton; the Hotel Bids; the November Financial Statement; and the proposed Credit Increase that the Finance Officer presented. The Finance Committee approved these items to forward to the Quarterly Commission meeting.

POLICY AND PROCEDURES/BY LAWS COMMITTEE

No discussion.

EMS COMMITTEE

Roll call revealed the following members present: Joey Darby, Billy Doss, Mike Green, Russell Ledbetter, Scott Pilgreen, Gary Sparks and Dale Wyatt.

Committee Chairman Wyatt discussed the proposed changes to the Administrative Code for the Alabama Department of Public Health 420-X-2-1, Emergency Medical Services. A letter and a resolution will be drafted and sent to the Office of Emergency Medical Services.

Commissioner Darby reminded the Commissioners that the Executive Director Evaluation will be due at the April 2019 meeting.

Meeting adjourned.

Respectfully submitted,



David M. Russell
Executive Director



Melony Carroll
Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Quarterly Commission Meeting January 16, 2019

The meeting was called to order by Chairman Russell Ledbetter at 10:00 a.m. The meeting was held at the Alabama Fire College, 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

David Thornburg, Steve Sutherland, Rick Gregg, Donna Barrett, Damien Davis, Kimberly Rodriguez, Brian Biggs, Adam Watley, Christy Ryland, Diana Hewlett, Tracy McNair, Marty McElroy, Kiristen Baker, Ashley Owens, Lonnie Branson, Cindy Woods, Kim Davis, Cece Hubbert, Pat Hamilton, Reid Vaughan

MINUTES

Commissioner Sparks made a motion to approve the minutes for the Work Session on October 16, 2018 and the Quarterly meeting on October 17, 2018. 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.

ELECTION OF OFFICERS

Commissioner Wyatt nominated Commissioner Joey Darby for Chairman. 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.

Commissioner Sparks nominated Commissioner Dale Wyatt for Vice-Chairman. 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.

Proposed changes to the Administrative Code for the Alabama Department of Public Health were discussed at the Work Session and a letter was drafted along with a resolution.

Commissioner Green made a motion to adopt the EMS Resolution 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.

Executive Director Russell stated that Section Chief Willis is currently attending the public hearing being held for the Alabama Department of Public Health in Montgomery Alabama, and he will submit the letter and resolution immediately.

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.”

Proposed changes to Administrative Code:

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

360-X-2-.02 Certified Fire Fighter

- 360-X-2-.03 Certified Fire Fighter II
- 360-X-3-.01 Certified Fire Instructor I
- 360-X-3-.02 Certified Fire Instructor II
- 360-X-3-.03 Certified Fire Instructor III
- 360-X-9-.01 Certified Hazardous Materials First Responder At The Awareness Level
- 360-X-9-.02 Certified Hazardous Materials First Responder At The Operational Level
- 360-X-9-.03 Certified Hazardous Materials Technician Level
- 360-X-9-.04 Certified Hazardous Materials Incident Commander
- 360-X-15-.01 Incipient Industrial Fire Brigade Member
- 360-X-19-.01 Certified Rescue Technician: Rope Rescue I
- 360-X-19-.10 Certified Rescue Technician: Rescue Boat Operator
- 360-X-19-.11 Certified Rescue Technician: Animal Rescue

Chairman Ledbetter opened the floor for comments regarding the proposed changes. There were no comments from visitors and Russell stated 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 14 amendments 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.

EMPLOYEE OF THE QUARTER RECOGNITION

Russell announced two people were chosen as Employees of the Quarter. Bailey Price has done an outstanding job for our EMS program as our 100% pass rates attest to. Also, Amy Bowden with her 20 plus years of experience, has been selected based on her guidance and leadership over the last several months in our Human Resources Department.

2018 EMPLOYEE OF THE YEAR

Russell stated that Cece Hubbert has been selected as Employee of the Year based on her abilities to keep us on track for financial solvency. Her dedication and aptitude for problem solving is highly appreciated.

Director's Report:

Russell discussed several updates including: capital improvement plan; an overview of the smoke alarm program; Northeast Alabama Community College Articulation Agreement; NFPA 1001 1002; recruit field delivery costs; and the flume.

Commissioner Wyatt made a motion to allow the Executive Director to sign the articulation agreement with Northeast Alabama Community College with approval from legal counsel 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.

Commissioner Wyatt made a motion the allow the Executive Director to adopt the firefighter book recommended by the Technical Review Committee, to be ratified by the Commission at the next Commission meeting. The motion 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 Wyatt made a motion to adopt the guidelines presented by staff for recruit field delivery courses, with the cost being set at \$2.00 per certification required instructional hours. It was seconded by Commissioner Darby. Roll call vote was taken.

Joey Darby – Yes
Billy Doss - Abstain
Mike Green - Yes
Russell Ledbetter – No
Scott Pilgreen – Yes
Gary Sparks – No
Dale Wyatt – Yes

Motion carried by a vote of 4 yes, 2 no, and 1 abstain.

COMMITTEE REPORTS

Finance:

Committee Chairman Darby made a committee motion to approve the audited financial statements from year end FY 2018 as presented by Jackson Thornton, CPA & Consultants. 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 hotel bid to LaQuinta Inn and Suites based on their accommodations for meeting space for students and its new condition. 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 November 30, 2018 financial statement 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 a credit line increase from \$15,000 to \$25,000 for our credit card from Synovus Bank. 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 that EMS business was conducted at the beginning of the meeting to submit the EMS resolution at the public hearing for the Alabama Department of Public Health in Montgomery.

UNFINISHED BUSINESS

Russell informed the Commissioners that the student of the year is Donald Horton and the instructor of the year is David Rogers.

NEW BUSINESS

There was none.

BUSINESS FROM VISITORS

There was none.

BUSINESS FROM COMMISSION MEMBERS

Commissioner Darby stated that the annual review and contract is due for the Executive Director.

Commissioner Wyatt made a motion to adjourn.

Meeting adjourned.

Respectfully submitted,



David M. Russell
Executive Director



Melony Carroll
Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Commission Work Session Meeting April 16, 2019

The meeting was called to order by Chairman Joey Darby 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

Arthur Willis, Kim Davis, David Thornburg, Cece Hubbert and Amy Bowden

MINUTES

Chairman Darby reviewed the agenda items for the Quarterly Commission meeting on April 17th. Section Chief Willis reported on the student numbers and Section Chief Thornburg reported on the FFI/FFII textbook. Employee Development Officer Bowden described the newly implemented HR Advanced program and the Asure Force time keeping system. Executive Director Russell discussed several matters and updates pertaining to the Fire College.

Chairman Darby stated that the Executive Director's appraisal is due after the meeting and that he and Commissioner Pilgreen would tally the results and present them to the Commissioners at the Quarterly Commission meeting on April 17, 2019.

No actions were taken.

FINANCE COMMITTEE

Roll call revealed the following members present: Joey Darby, Billy Doss, Mike Green, Russell Ledbetter, Scott Pilgreen, Gary Sparks and Dale Wyatt.

Committee Chairman Sparks discussed the February 2019 Financial Statement; the surplus item and the need to bid out the work for the flume repair. The necessity for an air compressor was also reviewed (Commissioner Green recused himself from this discussion). The Finance Committee approved these items to forward to the Quarterly Commission meeting.

POLICY AND PROCEDURES/BY LAWS COMMITTEE

Roll call revealed the following members present: Joey Darby, Billy Doss, Mike Green, Russell Ledbetter, Scott Pilgreen, Gary Sparks and Dale Wyatt.

Committee Chairman Green discussed the need for clarification of the charges to students for field delivery courses and the resolution regarding Magic City Truck Academy. The Policy and Procedures/By Laws Committee approved these items to forward to the Quarterly Commission meeting.

EMS COMMITTEE

Committee Chairman Wyatt announced the upcoming EMS Advisory Board meeting. No other items were discussed.

Meeting adjourned.

Respectfully submitted,



David M. Russell
Executive Director



Melony Carroll
Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Quarterly Commission Meeting April 17, 2019

The meeting was called to order by Chairman Joey Darby 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. Chairman Darby requested a moment of silence to honor former Commissioner Roy Mott who passed away on March 14, 2019. 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

David Thornburg, Cece Hubbert, Amy Bowden, Stacey Tingle, Kim Davis, Arthur Willis, Tiffany Lyons, Linda Putnam, Meaghan Jackson, Kimberly Rodriguez, Diana Hewlett, Jason Jackson, Terri Huddleston, Pat Hamilton, Adam Watley, Christy Ryland, Kiristen Baker, Bailey Price, Tracy McNair, Chris Mullins, Damien Davis, Jerri Ayers, Cindy Woods, Lonnie Branson, Ashley Owens, Richard Pugh and Charlie Dixon.

MINUTES

Commissioner Doss made a motion to approve the minutes for the Work Session on January 15, 2019 and the Quarterly meeting on January 16, 2019. 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.

EMPLOYEE OF THE QUARTER RECOGNITION

Executive Director Russell announced two people were chosen as Employees of the Quarter. Reid Vaughan has done an outstanding job with the Alabama Public Safety Leadership Academy and his work with the volunteer fire departments. Also, Steve Sutherland has done a fantastic job with the Fire Chiefs Conference for the last few years. The conference keeps getting better under his leadership and experience.

Russell announced a special recognition for Commissioner Russell Ledbetter for his service as Chairman of the Commission.

Director's Report:

Russell discussed several updates including: the articulation agreement with Northeast Alabama Community College that will provide college credit and professional certifications; the TTL engineering proposal for storm sewer drains; the SCBA compressor; the Lee County tornado response; the AMAS marketing campaign and the Telecommunicator Emergency Response Team and AMAS team evaluations.

The Veterans Administration denied our EMS 189 Anatomy and Physiology for the Paramedic course as a stand-alone program, but it is still approved under the Paramedic Certificate Program. This also applies to our Emergency Care Provider (ECP), Firefighter II Certificate and Haz Mat: Awareness and Operations. These are not approved as stand-alone courses but are approved for the FFI/II tract. Chairman Darby stated that even though AFC doesn't have many students participating in the VA program, we will continue to do everything we can to support our veterans.

Commissioner Sparks has been appointed by Governor Ivey to serve another 4-year term.

COMMITTEE REPORTS

Finance:

Committee Chairman Sparks made a committee motion to approve the February 2019 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 Sparks made a committee motion to declare the 1990 Ford Pumper Truck as surplus and of no value to the Alabama Fire College and to be disposed of in the best possible means. 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 authorize the Executive Director to solicit competitive bids for drainage repairs at Alabama Fire College based on the scope of work as defined by the TTL Drainage Evaluation. 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 authorize the Executive Director to purchase an Eagle Model RV20N Raven Integrated Breathing Air Compressor through HG AC pricing from NAFECO and to re-allocate \$30,000 from the Capital budget to the Fire Programs budget to purchase the air compressor. Commissioner Green recused himself. Roll call vote was taken.

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

Motion carried.

Policy & Procedures/By-Laws:

Committee Chairman Green made a committee motion to adopt a policy that establishes that the maximum amount charged for host field delivery courses will be a \$2 per certification required instructional hour. 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 Green read a motion in the form of a resolution:

The Commission determines in its legislative discretion, that the Magic City Truck Academy promotes the mission of the Alabama Fire College and therefore ratifies the Magic City Truck Academy's use of the Fire College premises and equipment on March 30, 2019 and further ratifies all actions of the Executive Director in this regard.

Chairman Darby clarified that there was no exchange of funds, only the use of our facility and equipment. 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 reported that EMS Advisory Committee will be meeting on campus at 11:30 a.m. April 18, 2019. As a follow up, the EMS resolution submitted at the public hearing for the Alabama Department of Public Health has been addressed, and the outcome was favorable to meet the needs of the Alabama Fire College EMS program.

UNFINISHED BUSINESS

Chairman Darby stated that two items from the last Commission meeting would be finalized at this meeting. Section Chief Thornburg gave a report explaining the vetting process for determining the best text for Fire Fighter I/II.

Commissioner Green made a motion to adopt the IFSTA Essentials of Fire Fighting 7th Edition 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.

Chairman Darby stated that Commissioner Pilgreen assisted him in reviewing the performance appraisals for the Executive Director.

Commissioner Pilgreen made a motion to extend the Executive Director's contract another year. It was seconded by Commissioner Wyatt. Chairman Darby noted that the appraisals

were very favorable and Executive Director Russell meets or exceeds standards in all 37 criteria. 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

There was none.

BUSINESS FROM VISITORS

There was none.

BUSINESS FROM COMMISSION MEMBERS

Chairman Darby stated that the next Work Session would be July 16, 2019 at 12:30 p.m. Committee meetings will immediately follow the Work Session.

The next Quarterly Commission meeting will be July 17, 2019 at 9:00 a.m.

Commissioner Wyatt made a motion to adjourn.

Meeting adjourned.

Respectfully submitted,



David M. Russell
Executive Director



Melony Carroll
Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Commission Work Session Meeting July 16, 2019

The meeting was called to order by Chairman Joey Darby at 12:30 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

Arthur Willis, Kim Davis, David Thornburg, Cece Hubbert, Amy Bowden, Tracy McNair and Derek Toxey

MINUTES

Executive Director Russell asked Section Chief Willis to give an overview of the student numbers and Section Chief Thornburg gave a presentation on ASHER. The Database Specialist Tracy McNair gave a comprehensive synopsis of the AFC website upgrade and redesign project.

Russell discussed several matters and updates pertaining to the Fire College.

No actions were taken.

FINANCE COMMITTEE

Roll call revealed the following members present: Joey Darby, Billy Doss, Mike Green, Russell Ledbetter, Scott Pilgreen, Gary Sparks and Dale Wyatt.

Committee Chairman Sparks discussed the financials including the May 2019 Statement and the FY 20 Budget. The Finance Committee approved these items to forward to the Quarterly Commission meeting.

POLICY AND PROCEDURES/BY LAWS COMMITTEE

Roll call revealed the following members present: Joey Darby, Billy Doss, Mike Green, Russell Ledbetter, Scott Pilgreen, Gary Sparks and Dale Wyatt.

Committee Chairman Green discussed Policy 401 and 617.01. The Policy and Procedures/By Laws Committee approved these items to forward to the Quarterly Commission meeting.

EMS COMMITTEE

No discussion.

Chairman Darby said that an issue had come up that need to be addressed. Commissioner Pilgreen recused himself. Commissioner Sparks made a motion to go into executive session. Commissioner Wyatt seconded the motion. Before a vote on the motion, Mark Boardman stated:

“As an attorney licensed to practice in Alabama, I certify to the Commission that the Commission can meet in executive session to discuss the legal ramifications of and legal options for pending litigation, controversies not yet litigated but imminently likely to be litigated, or controversies imminently likely to be litigated if the Commission pursues a proposed course of action. Any action the Commission takes, however, must be deliberated in public. This is in compliance with Alabama Code 36-25A-7(a)(3). I estimate the executive session will last 20-30 minutes.”

The motion then passed unanimously.

The meeting reconvened after 30 minutes. Commissioner Ledbetter moved to adjourn the executive session. Chairman Darby announced no action had been taken in executive session. Commissioner Doss seconded the motion, which passed unanimously.

There being no further business to come before the meeting, Chairman Darby, without objection, adjourned the meeting.

Respectfully submitted,



David M. Russell
Executive Director



Melony Carroll
Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Quarterly Commission Meeting July 17, 2019

The meeting was called to order by Chairman Joey Darby 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

Derek Toxey, David Thornburg, Cece Hubbert, Amy Bowden, Stacey Tingle, Kim Davis, Arthur Willis, Rick Gregg, Donna Barrett, Jason Jackson, Steve Sutherland, Linda Putnam, Meaghan Jackson, Kimberly Rodriguez, Diana Hewlett, Pat Hamilton, Christy Ryland, Kiristen Baker, Tracy McNair, Damien Davis, Cindy Woods, Malcolm Bruce.

MINUTES

Commissioner Green made a motion to approve the minutes for the Work Session on April 16, 2019 and the Quarterly meeting on April 17, 2019. It was seconded by Commissioner Ledbetter. 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 the purpose of the Employee of the Quarter is to recognize people's performance over the most recent quarter.

Jerri Ayers is dedicated to her job and has served the Fire College for 20 years. When we needed additional help in the Certification Unit this past quarter, she and has stepped up in a big way. Patrick Dunlap, our IT Specialist, has saved us a lot of money over the two years he's been here. We've upgraded our IT infrastructure and he's been instrumental in our success.

Director's Report:

Russell discussed several updates including the website development, foundation scholarships, the TTL engineering application, and the Training Specialist and Regional Coordinator positions.

COMMITTEE REPORTS

Finance:

Committee Chairman Sparks made a committee motion to approve the May 2019 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 Sparks made a committee motion to approve the FY 20 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.

Policy & Procedures/By-Laws:

Committee Chairman Green made a committee motion to adopt Policy 401.01 Adjunct Instructor Selection. 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 Green made a committee motion to adopt Policy 617.01 Conflicts of Interest, with an amendment. The amendment 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

The amendment carried unanimously.

Roll call vote was taken on the committee motion as amended, to adopt Policy 617.01 Conflicts of Interest.

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.

UNFINISHED BUSINESS

Chairman Darby said that the Director's report covered all items.

NEW BUSINESS

Chairman Darby stated that during the Work Session it was decided to table Administrative Code 360-X-2-.02 and to take it up at a future meeting.

Commissioner Wyatt made a motion to approve Administrative Code updates for:

360-X-15-.01 Incipient Industrial Fire Brigade Member
360-X-15-.02 Advanced Exterior Industrial Fire Brigade Member
360-X-15-.03 Interior Structural Industrial Fire Brigade Member
360-X-15-.04 Industrial Fire Brigade Leader
360-X-15-.05 Facility Fire Brigade Support Member (New)

The motion 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.

Commissioner Wyatt made a motion to approve Administrative Code updates for:

360-X-16-.01 Certified Fire Department Safety Officer: Health and Safety Officer
360-X-16-.02 Certified Fire Department Safety Officer: Incident Safety Officer

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.

Commissioner Doss made a motion in the form of a resolution:

To accept donation from the National Fire Sprinkler Association and to authorize the Executive Director to sign all necessary paperwork and ratify any past action by the Executive Director to accept the donation.

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 unanimously.

Commissioner Wyatt made a motion to add a Facilities Maintenance Coordinator position 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.

BUSINESS FROM VISITORS

There was none.

BUSINESS FROM COMMISSION MEMBERS

Commissioner Sparks commended Steve Sutherland on his achievement with the Fire Chiefs Conference. He also thanked several AFC staff (Vaughan, Willis Jackson and Russell) that showed professionalism and took care of the Anniston Fire Department during a very tragic time.

Chairman Darby stated that the next Work Session would be October 15, 2019 at 12:30 p.m. Committee meetings will immediately follow the Work Session.

The next Quarterly Commission meeting will be October 16, 2019 at 9:00 a.m.

Commissioner Wyatt made a motion to adjourn.

Meeting adjourned.

Respectfully submitted,



David M. Russell
Executive Director



Melony Carroll
Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Special Called Commission Meeting October 5, 2019

The meeting was called to order by Chairman Joey Darby at 1:30 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 and Scott Pilgreen. Quorum ascertained.

VISITORS

David Thornburg, Jackie Carroll, Cece Hubbert, Jon Lord

MINUTES

Executive Director Russell stated that a pre-bid conference for the storm sewer and drainage improvements was held on September 23, 2019 and the bids were opened on September 26th. The results were tabulated and given to the Commissioners for their review.

Chairman Darby asked if there was a motion to award the bid.

Commissioner Ledbetter made a motion to accept the bid from Takco, Inc. in the amount of \$149,083.23 which was the lowest bid. 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

Motion carried.

The next work session will be October 22, 2019 at 12:30 p.m. The next quarterly meeting will be on October 23, 2019.

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

Meeting adjourned.

Respectfully submitted,



David M. Russell
Executive Director

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Commission Work Session Meeting October 22, 2019

The meeting was called to order by Chairman Joey Darby at 12:30 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

Arthur Willis, Kim Davis, David Thornburg, Cece Hubbert, Amy Bowden, Tracy McNair, Reid Vaughan and Derek Toxey

MINUTES

Section Chief Willis gave an overview of the student numbers and a recommendation for the purchase of a new pumper truck. Section Chief Thornburg gave an update on the storm sewer project and AMAS/IMT training. The Database Specialist Tracy McNair gave a report on the AFC website upgrade and redesign project. Regional Director Reid Vaughan reported on the Oregon firefighter injuries that occurred in Alabama recently.

Executive Director Russell discussed several matters and updates pertaining to the Fire College.

Chairman Darby recessed the Work Session, and Committee meetings convened.

FINANCE COMMITTEE

Roll call revealed the following members present: Joey Darby, Billy Doss, Mike Green, Russell Ledbetter, Scott Pilgreen, Gary Sparks and Dale Wyatt.

Committee Chairman Sparks discussed several items including the August 2019 Financial Statement, the CD rates and bank selection, the Deep South Fire Conference and the purchase of a pumper truck. The Finance Committee approved these items to forward to the Quarterly Commission meeting.

POLICY AND PROCEDURES/BY LAWS COMMITTEE

No discussion.

EMS COMMITTEE

No discussion.

Chairman Darby reconvened the Work Session. Commissioner Pilgreen recused himself. Commissioner Wyatt made a motion to go into executive session. Commissioner Green seconded the motion. Before a vote on the motion, Mark Boardman stated:

“As an attorney licensed to practice in Alabama, I certify to the Alabama Fire College Personnel Standards and Education Commission that the Commission can meet in executive session to discuss the legal ramifications of and legal options for pending litigation, controversies not yet litigated but imminently likely to be litigated, or controversies imminently likely to be litigated if the Commission pursues a proposed course of action. Any action the Commission takes, however, must be deliberated in public. This is in compliance with Alabama Code 36-25A-7(a)(3). I estimate the executive session will last one hour.”

The motion then passed unanimously.

The Commission went into Executive Session, which lasted one hour. Thereafter, Commissioner Green moved to adjourn the executive session. It was seconded by Commissioner Doss. Roll call vote was taken.

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

Motion carried unanimously.

Chairman Darby announced no action had been taken in executive session.

Commissioner Wyatt made a motion to adjourn the Work Session and it was seconded by Commissioner Green.

Motion carried unanimously.

Respectfully submitted,



David M. Russell
Executive Director



Melony Carroll
Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Quarterly Commission Meeting October 23, 2019

The meeting was called to order by Chairman Joey Darby 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. Chairman Darby requested a moment of silence to recognize firefighter Michael Johnson, Chief Michael Tyler and Retired Chief Wayne Grier. 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

Derek Toxey, David Thornburg, Cece Hubbert, Amy Bowden, Stacey Tingle, Kim Davis, Arthur Willis, Rick Gregg, Donna Barrett, Jason Jackson, Linda Putnam, Meaghan Jackson, Kimberly Rodriguez, Diana Hewlett, Pat Hamilton, Christy Ryland, Kiristen Baker, Tracy McNair, Damien Davis, Cindy Woods, Bailey Price, Mark Delk, Marty McElroy, Ray Grantham, Terri Huddleston, Kiristen Baker, Lonnie Branson, Patrick Dunlap, Arizona Winborn, Tiffany Lyons, Nick Davis, Kenny Oldfield.

Chairman Darby asked for a motion to add a surplus item to the agenda under New Business. Commissioner Doss made a motion to add an agenda item 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.

MINUTES

Commissioner Pilgreen made a motion to approve the minutes for the Work Session on July 16, 2019; the Quarterly meeting on July 17, 2019; and the October 5, 2019 Special Called 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.

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-15 Certified Industrial Fire Brigade

Chairman Darby opened the floor for comments regarding the proposed change 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 this amendment.

Chairman Darby stated that further action is needed on this item.

Commissioner Wyatt made a motion to rescind moving forward with the code changes for 360-X-15 Certified Industrial Fire Brigade series 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.

Chairman Darby stated the next item for the Public Hearing was 360-X-16 Certified Fire Department Safety Officer. Chairman Darby opened the floor for comments regarding the proposed change 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 this amendment.

Commissioner Sparks made a motion to adopt the proposed changes to 360-X-16-.01 and 360-X-16-.02. 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 OF THE QUARTER RECOGNITION

Executive Director Russell stated that the purpose of the Employee of the Quarter is to recognize people's performance over the most recent quarter.

Arizona Winborn has been chosen this quarter due to his impeccable character and excellent support of the Workplace Safety Training program. Likewise, Cindy Woods has been chosen because of her dedication to her job and her love for the Alabama Fire College and her co-workers.

Director's Report:

Russell discussed several updates including new personnel and finalizing a professional development model for Alabama firefighters by the end of the year.

COMMITTEE REPORTS

Finance:

Committee Chairman Sparks made a committee motion to approve the August 2019 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 Sparks made a committee motion to approve recommendation of staff to keep our CD with West Alabama Bank and add additional funds from the operation budget to equal two million dollars. 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 as follows: “The Commission recognizes that the Deep South Fire Conference on March 18-21, 2020 will promote the AFC and serves the public that the Fire College supports. The Commission therefore determines, exercising its legislative judgement, that the Fire College’s support of the Deep South Fire Conference on March 18-21, 2020 is in the best interest of the Fire College. Therefore, this motion authorizes the Executive Director to negotiate and sign an agreement wherein the Fire College co-sponsors the Deep South Fire Conference.” 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 recused himself prior to the next motion. Committee Chairman Sparks made a committee motion authorize the purchase of a new pumper truck through HGAC from Williams Fire Apparatus not to exceed \$500,000. 00. Roll call vote was taken.

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

Motion carried.

Policy & Procedures/By-Laws:

Committee Chairman Green stated there was no report.

EMS:

Committee Chairman Wyatt stated there was no report.

OLD BUSINESS

There was none.

NEW BUSINESS

Chairman Darby stated that there were several items to act on.

Commissioner Wyatt made a motion to approve Administrative Code updates for:

- 360-X-15-.01 Incipient Industrial Fire Brigade Member
- 360-X-15-.02 Advanced Exterior Industrial Fire Brigade Member
- 360-X-15-.03 Interior Structural Industrial Fire Brigade Member
- 360-X-15-.04 Industrial Fire Brigade Leader
- 360-X-15-.05 Facility Fire Brigade Support Member (New)

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.

Commissioner Ledbetter made a motion to approve Administrative Code updates for:

- 360-X-20-.01 Certified Live Fire Instructor
- 360-X-20-.02 Certified Live Fire Instructor In Charge

The motion 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.

Commissioner Green made a motion to declare surplus and dispose through the State of Alabama process, the 2008 Ford 250 and it was seconded by Commissioner Ledbetter. 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

Chairman Darby said he had received several favorable comments on the newly revised Autism Awareness course and the ASHER course.

Chairman Darby stated that the next Work Session would be January 14, 2020 at 12:30 p.m. Committee meetings will immediately follow the Work Session.

The next Quarterly Commission meeting will be January 15, 2020 at 9:00 a.m.

Commissioner Wyatt made a motion to adjourn.

Meeting adjourned.

Respectfully submitted,



David M. Russell
Executive Director



Melony Carroll
Secretary