

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Commission Work Session Meeting January 14, 2020

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 and proper prior notice of the meeting had been given under the Open Meetings Act.

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

VISITORS

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

MINUTES

Mr. Marty Lee from Jackson Thornton presented the 2019 Audit for the Commission review. He stated that there were no findings and commended the staff for their professionalism and hard work.

Section Chief Willis gave an overview of the student numbers and announced the Instructor of the Year (Jared Maners) and the Student of the Year (Jacob Hudson). Both will be invited to attend FDIC in Indianapolis, Indiana. Section Chief Thornburg gave updates on several projects. The Database Specialist Tracy McNair gave a report on the AFC website upgrade and redesign project.

Executive Director Russell discussed several matters and updates pertaining to the Fire College. It was noted that the Deep South Fire Conference had been cancelled so no participation was needed on our part.

No action was taken on any of the above matters or any other matters.

FINANCE COMMITTEE

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

Committee Vice-Chairman Wyatt discussed several items including the November 2019 Financial Statement, the 2019 Jackson Thornton Audit, the \$130,000 refurbishment of the mobile trainer and the gas heaters for the Station. On a motion properly made and seconded, the Finance Committee unanimously approved these items to forward to the Quarterly Commission meeting.

POLICY AND PROCEDURES/BY LAWS COMMITTEE

No discussion.

EMS COMMITTEE

No discussion.

Chairman Darby said there being no further business, the meeting is adjourned.

Respectfully submitted,



David M. Russell
Executive Director



Melony Carroll
Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Quarterly Commission Meeting January 15, 2020

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 and proper prior notice of the meeting had been given under the Open Meetings Act.

The Pledge of Allegiance was led by Commissioner Wyatt. Chairman Darby requested a moment of silence to remember Chief John Bresnan. 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, Donna Barrett, Meaghan Jackson, Diana Hewlett, Pat Hamilton, Christy Ryland, Tracy McNair, Damien Davis, Cindy Woods, Bailey Price, Mark Delk, Terri Huddleston, Lonnie Branson, Patrick Dunlap, Tiffany Lyons, Reid Vaughan, Nick Davis, John Olvey, Ashley Owens, Adam Watley, James LeVert

MINUTES

Commissioner Green made a motion to approve the minutes for the Work Session on October 22, 2019 and the Quarterly meeting on October 23, 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.

ELECTION OF OFFICERS

Commissioner Sparks nominated Commissioner Darby for Chairman. 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 Green nominated Commissioner Sparks for Vice-Chairman 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.

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

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 no further action is needed on this item. Commissioner Wyatt made a motion to close the Public Hearing and it was seconded by Commissioner Pilgreen. Without objection, the Public Hearing was closed.

Commissioner Wyatt made a motion adopt the code changes for 360-X-15.01, 360-X-15-.02, 360-X-15-.03, 360-X-15-.04 and 360-X-15-.05 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 Certified Live Fire Instructor 360-X-20-.01 and Certified Live Fire Instructor In Charge 360-X-20-.02. 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 no further action is needed on this item. Commissioner Wyatt made a motion to close the Public Hearing and it was seconded by Commissioner Doss. Without objection, the Public Hearing was closed.

Commissioner Green made a motion to adopt the proposed changes to 360-X-20-.01 and 360-X-16-20-.02. 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 the purpose for the Employee of the Quarter is to recognize people's performance over the most recent quarter. Russell said that we monitor course critiques and we consistently get great feedback regarding the Registration Unit and Student Services. The employees provide great customer service and take such good care of our students. They are the face of the Fire College and they represent us well: Terri Huddleston, Patricia Hamilton, Ashley Owens, Christy Ryland and Kiristen Baker. Jointly, all were recognized as Employees of the Quarter.

EMPLOYEE OF THE YEAR RECOGNITION

Executive Director Russell announced that Reid Vaughan has been selected as 2019 Employee of the Year. Russell said he does a fantastic job with the regions, taking care of the volunteers, and is well respected throughout the state. Russell added Reid works with the State and Federal Line of Duty Death benefits and has a great impact on families and the Alabama Fire College.

Director's Report:

Executive Director Russell asked Section Chief Willis and Section Chief Thornburg to give brief updates. Russell said that the ProBoard site visit went well and they'll be recommending that we be re-accredited at the ProBoard meeting January 22-23, 2020 for all 64 levels. He discussed several updates including the upgrade needed for the Mobile Burn Trailer; the website redesign project; and the Haz Mat certification exam that was compromised.

Chairman Darby stated that the Deep South Fire Conference has been cancelled so there won't be a need for our facility.

COMMITTEE REPORTS

Finance:

Commissioner Wyatt made a committee motion to accept the 2019 audit report from Jackson Thornton. 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 committee motion to approve the November 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.

Commissioner Wyatt made a committee motion to approve expenditure up to \$130,000 from a sole source provider to upgrade the Mobile Burn Trailer. 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 committee motion to approve the installation of the station gas heaters from RJ Mechanical up to \$30,000. 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.

Chairman Darby pointed out that the last two items are already budgeted.

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

There was none.

BUSINESS FROM VISITORS

There was none.

BUSINESS FROM COMMISSION MEMBERS

Chairman Darby said appreciated the staff and the hard work to receive the clean audit. He added to remember Homewood and the Bresnan family at this time.

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

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

Commissioner Wyatt made a motion to adjourn and it was seconded by Commissioner Sparks. Without objection, the meeting was adjourned.

Respectfully submitted,



David M. Russell
Executive Director



Melony Carroll
Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Special Called Emergency Meeting March 18, 2020

The meeting was scheduled as a conference call at 11:00 a.m. Proper prior emergency notice of the meeting had been given under the Open Meetings Act. Executive Director Matt Russell verified that all Commissioners were present via telephone: Joey Darby, Billy Doss, Mike Green, Russell Ledbetter, Scott Pilgreen, Gary Sparks and Dale Wyatt. Attorney Mark Boardman was also present via telephone. Quorum was ascertained.

VISITORS

David Thornburg, Diana Hewlett, Rick Gregg, Reid Vaughan, Jason Jackson, Kim Davis, Patrick Dunlap, Arthur Willis

MINUTES

Executive Director Russell stated that the meeting was called to discuss the Coronavirus situation and how it affects the Fire College. He asked that Attorney Boardman speak to that issue.

Counsel for the Fire College, Mark Boardman, stated that the Commission is meeting in a special called meeting (authorized by *Alabama Code* § 36-32-4) on in excess of one hour's notice. While *Alabama Code* § 36-25A-3(a)(2) normally requires agencies with statewide jurisdiction to post notice of the meeting with the Secretary of State 7 days in advance, *Alabama Code* § 36-25A-3(b)(i) allows a meeting under emergency circumstances potentially requiring immediate action to avoid physical injury to persons to be done on one hour's notice. Nevertheless, he stated, since this meeting is by telephone and/or other electronic means, not in person, no formal action can be taken by the Commission at this meeting. The Commissioners can express opinions to the Executive Director, and the Executive Director can solicit those opinions, concerning actions the Executive Director is already empowered to take.

Russell stated that the situation is being monitored closely through the Alabama Department of Public Health, the Alabama Community College System, and the Governor's office website. We are trying to keep a check on what's going on in the State of Alabama. The Governor sent out a directive late Friday afternoon, March 13, 2020, that we should begin practicing social distancing and declared a State of Emergency. Schools K-12 have also been closed which prompted us to take additional actions here.

Currently we are alternating work schedules, so we don't have full staff here on campus. About half of our staff has the capability to work from home. Work continues, but not in a normal fashion. Section Chief Thornburg has been on campus through the weekend tracking the things we have going on and making plans for this week and down the road.

As Executive Director, Russell possesses statutory and regulatory authority concerning recruit schools. He said he had some concerns specifically about the continuation of recruit schools. We currently have several schools in progress around the state that are close to finishing. The vast

majority of JPR's and the academic training have occurred for these schools. If we close our doors, we couldn't support training or testing for our on-campus recruit school or testing for offsite schools. We'd like to expedite the schedule and test out Tuesday, March 24th. The other schools will be ready to test out by Friday, March 27th.

Chairman Darby said that decisions need to be made that are right for the moment during this time. Part of our mission is supporting the Alabama fire service. These recruit classes are just about done and it would be good to get them certified and put them to work during this crisis time.

Russell said that other recruit schools are scheduled to start in the near future, and we would support them to the extent that we can. We have staff that are part of the high-risk population and we would make adjustments with staffing to test them out. We'll support these departments if it's just their personnel in class.

Training Specialist Jason Jackson explained the situation with the current recruit schools.

Commissioner Sparks asked about the Career Tech program. Regional Director Reid Vaughan stated that the Career Tech schools are on hold since the schools are closed. The regional non-certification classes can continue depending on how this crisis unfolds.

Commissioner Wyatt is good with current decisions and wants to be sure that we act in compliance with the Code of Alabama.

Chairman Darby brought up the April Quarterly Meeting and the possibility of cancelling or postponing. Attorney Boardman stated that the meeting can be cancelled due to not having a quorum.

Russell thanked the Commission for their time and support, and stated that the five recruit schools would test out next week: March 24th and March 27th.

No formal action was taken at the meeting.

Respectfully submitted,



David M. Russell
Executive Director



Melony Carroll
Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Commission Work Session Meeting June 9, 2020

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 and proper prior notice of the meeting had been given under the Open Meetings Act.

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, Isabella Prince and Tracy McNair

MINUTES

Section Chief Willis gave an overview of the student numbers factoring in the COVID-19 shut down. Attorney Boardman stated that two hearings are scheduled for the Quarterly meeting: one for an employee disciplinary matter and the other for revocation of certifications for an employee, providing no other details. The Bridge program and VFF was discussed in detail, including a COVID related resolution that will be presented at the Quarterly meeting.

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

Chairman Darby reminded the Commissioners that the Executive Director appraisals were due and would be tallied and discussed at the Quarterly meeting.

No action was taken on any of the above matters or any other matters.

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 March 2020 Financial Statement; a COVID-19 reserve fund request; a reimbursement request; reserve fund expenditure for PPE; a budget transfer; the surplus disposal of the production printer; a new grant funded position for WST and a reduced tuition of \$50 for Fire Inspector I and II. On a motion properly made and seconded, the Finance Committee unanimously 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 an agreement between the City of Oxford and the Alabama Fire College (Commissioner Sparks recused prior to any discussion and the vote on the Oxford agreement). He also discussed procedural changes to Volunteer Fire Fighter. On a motion properly made and seconded, the Policy and Procedures/By Laws Committee approved these items to forward to the Quarterly Commission meeting, with Commissioner Sparks recused as noted above.

EMS COMMITTEE

No discussion.

Chairman Darby said there being no further business, the meeting is adjourned.

Respectfully submitted,



David M. Russell
Executive Director



Melony Carroll
Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Quarterly Commission Meeting June 10, 2020

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 and proper prior notice of the meeting had been given under the Open Meetings Act.

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.

Chairman Darby said it was good to be able to meet in person and expressed gratitude to the staff in getting us through this period of time, so that we can continue to move forward in serving the state of Alabama.

VISITORS

David Thornburg, Isabella Prince, Cece Hubbert, Amy Bowden, Nick Lolley, Kim Davis, Diana Hewlett, Tracy McNair

MINUTES

Commissioner Wyatt made a motion to approve the minutes for the Work Session on January 14, 2020, the Quarterly meeting on January 15, 2020 and the Special Called meeting on March 18, 2020. 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:

Executive Director Russell stated that the Executive staff worked on campus nearly every day during COVID-19, including working outside of their normal scope of duties. Russell announced that Commissioner Doss has been re-appointed by Lieutenant Governor Ainsworth and the Alabama Senate has approved Derek Toxey who is replacing Commissioner Dale Wyatt. He gave several updates pertaining to training, facilities, AFC staffing, etc. Russell also announced that the pending employee discipline matter had been concluded by agreement with the employee.

Commissioner Sparks commented on how helpful the weekly fire service zooms calls have been. Russell said the calls will continue on a monthly basis.

COMMITTEE REPORTS

Finance:

Commissioner Sparks made a committee motion to accept the March 2020 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 Sparks made a committee motion to approve expenditure of reserve funds for COVID-19 expenses:

Whereas, the COVID-19 pandemic has required the Alabama Fire College to spend \$42,293 for essential supplies for health and safety; and

Whereas, the Alabama Fire College expects an additional expenditure of \$74,550 for additional essential supplies and equipment to ensure the health and safety of students, staff and visitors; and

Whereas, to enhance the ability to safely provide fire and EMS testing/certification, the Alabama Fire College needs to purchase Chromebook computers for remote testing of distance delivery students, at a cost of \$45,600.

Now, therefore, be it resolved by the Commission that:

- (1) That the expenditure identified above of \$42,293 is ratified and the budget is appropriately amended; and
- (2) That the expenditure identified above of the additional \$74,550 is approved and the budget is appropriately amended; and
- (3) That the expenditure of \$45,600 for the Chromebook computers is approved and the budget is appropriately amended.

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 committee motion to approve Coronavirus Aid, Relief, and Economic Security (CARES) Act reimbursement request:

Whereas, the Alabama Fire College has incurred unexpected emergency expenses due to the Covid-19 pandemic of at least \$162,443 to promote the health and safety of students, staff and visitors; and

Whereas, the Alabama Fire College has lost approximately \$540,000 in tuition revenue because the COVID-19 pandemic caused the cancellation of classes;

Now, therefore, be it resolved by the Alabama Firefighters Personnel Standards and Education Commission that the Commission, through its Executive Director (who is hereby authorized to execute any necessary documents), seeks reimbursement from the State of Alabama for FEMA 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 Sparks made a committee motion to approve expenditure of reserve funds to purchase 5 sets of student PPE and 5 sets of instructor PPE. 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 committee motion to approve a budget transfer from the prop building to the student lounge. Roll call 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 committee motion to approve the disposal of the Konica Minolta IC 501:

Whereas, the Konica Minolta IC-501 purchased in 2012 is no longer needed by the Alabama Fire College and is therefore surplus; and

Whereas, one vendor has declared the Konica Minolta IC-501 has no value currently; and

Now, therefore, be it resolved that the Alabama Fire College may dispose of the Konica Minolta IC-501 in the manner that is in the best interest of the Fire College.

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 committee motion to approve a new position at Workplace Safety Training that will be funded by grant money. 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 committee motion to approve reducing the tuition for Fire Inspector I and Fire Inspector II by \$50. 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:

Before the next item came up, Commissioner Sparks announced he was recusing from the upcoming matter and would not participate.

Committee Chairman Green made a committee motion to approve a COVID-19 Pilot Program with the City of Oxford along with a Recruit Training Agreement. Roll call vote was taken.

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

Motion carried.

Committee Chairman Green made a committee motion to approve procedural changes to 360-X-2-.01 Certified Volunteer Fire Fighter. Roll call vote was taken.

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

Motion carried unanimously.

EMS:

Committee Chairman Wyatt stated there was no report.

OLD BUSINESS

There was none.

NEW BUSINESS

Commissioner Wyatt made a motion to approve the proposed changes to the Administrative Code 360-X-2-.01 Certified Volunteer Fire Fighter. 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.

BUSINESS FROM VISITORS

There was none.

BUSINESS FROM COMMISSION MEMBERS

Chairman Darby stated that the Executive Director's performance appraisals from the Commissioners have been reviewed, along with his own appraisal.

Commissioner Pilgreen made a motion to extend the Executive Director's contract for one year (through the second meeting in 2022) due to a favorable performance appraisal. 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.

PUBLIC HEARING FOR DISCIPLINARY MATTERS

Before the next item came up, Commissioner Darby announced he was recusing from the upcoming matter and would not participate. He therefore turned the chair to Commissioner Sparks.

The next matter to come before the Commission was the charges regarding revocation of all certifications held by Jonathan Mydel Cody Horton. Commission Attorney Mark Boardman presented the charges.

Mr. Boardman demonstrated that Mr. Horton received proper notice not only of the charges, but also of today's hearing in a letter delivered June 3 at 10:45 a.m. by overnight delivery. Mr. Boardman called Executive Director Matt Russell to testify. After being duly sworn, under direct examination from Mr. Boardman, Mr. Russell established the following:

1. Mr. Russell began an investigation on December 23, 2019 regarding the compromise of the Commission's Hazardous Materials Technician (HMT) certification exam given on Saturday, December 14, 2019, in Williston, North Dakota. Mr. Russell testified that he received evidence that Mr. Horton allowed an Alabama Fire College adjunct instructor access to the Hazardous Materials Technician certification examination on December 13,

2019. That examination was subsequently reproduced and distributed to one of the students who attended the course. That student, not knowing that the student had received the actual examination, distributed the examination to other students.
2. These actions were highly detrimental to the Fire College and resulted in considerable expense to prepare a new examination and re-test the entire class.
 3. These actions violated Commission policy 704.06, Test Bank and Test Incident Security.
 4. These actions violated Alabama Administrative Code Regulation 360-X-1-.01(3)(e)(2) because such is immoral conduct demonstrating an unfitness to discharge the duties of a Firefighter I certification holder.
 5. These actions further violated the certification signed by Mr. Horton on December 5, 2019 and December 14, 2019 concerning testing protocols. This also violated what Mr. Horton was taught in his training, including the training completed on November 17, 2019.

Mr. Horton did not appear or send a representative in response to these charges. Accordingly, on a motion properly made by Commissioner Pilgreen and seconded by Commissioner Wyatt, the Personnel Standards and Education Commission voted 6 votes in favor, 0 votes against, cancelling, revoking, and recalling all certifications issued by the Alabama Personnel Standards and Education Commission to Jonathan Mydel Cody Horton. These certifications include Firefighter I; Firefighter II; Apparatus Operator: Pumper; and Apparatus Operator: Ariel; Fire Inspector I; Hazardous Materials Awareness and Operations; Hazardous Materials Technician; Hazardous Materials Incident Commander; Fire Instructor I; Fire Instructor II; Fire Officer I; Alabama Live Fire Instructor; RT: Rope I; RT: Rope II; RT: Confined Space I; RT: Confined Space II; and Rapid Intervention Crews.

When the previous matter concluded, Commissioner Sparks turned the chair back to Commissioner Darby. Chairman Darby stated that the next Work Session would be July 14, 2020 at 12:30 p.m. Committee meetings will immediately follow the Work Session.

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

Chairman Darby expressed gratitude for Commissioner Wyatt's service and announced a reception would follow the meeting. Executive Director Russell presented Commissioner Wyatt a certificate of appreciation and a copy of a commendation letter dated 9/14/02. Chairman Darby presented him a plaque from the Commissioners and the Alabama Fire College. Commissioner Wyatt said, "It's been an honor to serve."

Commissioner Sparks made a motion to adjourn and it was seconded by Commissioner Green. Without objection, the meeting was adjourned.

Respectfully submitted,



David M. Russell
Executive Director



Melony Carroll
Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Commission Work Session Meeting August 25, 2020

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 and proper prior notice of the meeting had been given under the Open Meetings Act.

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

VISITORS

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

MINUTES

Chairman Darby welcomed Commissioner Derek Toxey to his first official meeting. An update was given on Commissioner Sparks who's currently making progress in the hospital.

Section Chief Thornburg gave several updates pertaining to campus improvements.

Section Chief Willis reviewed the student numbers, promotional testing for the fire service and the Physical Training Preparation for Firefighter Recruits manual.

Executive Director Russell discussed the disparity of CPAT for firefighter recertification; the Fire Instructor book change to take place on November 1, 2020; the Paramedic pass rate and several other matters and updates pertaining to the Fire College.

No action was taken on any of the above matters or any other matters.

FINANCE COMMITTEE

Roll call revealed the following members present: Joey Darby, Billy Doss, Mike Green, Russell Ledbetter, Scott Pilgreen and Derek Toxey.

Chairman Darby designated Commissioner Doss to fill in for Committee Chairman Sparks in his absence. Commissioner Doss discussed several items including June 2020 Financial Statement; the 2020-2021 Budget; CD renewal; new position for Certification; 2019 AFG grant match and application approval for the 2020 AFG grant. On a motion properly made and seconded, the Finance Committee unanimously 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 and Derek Toxey

Committee Chairman Green discussed adding CPAT to requirements for firefighter recertification and a resolution with the Alabama Coalition of Community Risk Reduction Educators. On a motion properly made and seconded, the Policy and Procedures/By Laws Committee approved these items to forward to the Quarterly Commission meeting.

EMS COMMITTEE

Roll call revealed the following members present: Joey Darby, Billy Doss, Mike Green, Russell Ledbetter, Scott Pilgreen and Derek Toxey

Chairman Darby appointed Commissioner Ledbetter as Committee Chairman due to this seat being vacant with Dale Wyatt's ended term. Committee Chairman Ledbetter discussed an affiliation agreement between the Alabama Fire College and the City of Birmingham. On a motion properly made and seconded, the EMS Committee approved these items to forward to the Quarterly Commission meeting.

Chairman Darby said there being no further business, the meeting is adjourned.

Respectfully submitted,



David M. Russell
Executive Director



Melony Carroll
Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Quarterly Commission Meeting August 26, 2020

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 and proper prior notice of the meeting had been given under the Open Meetings Act.

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

Chairman Darby requested a moment of silence to remember Chelsea Fire Chief Wayne Shirley who was also a faculty member of the Fire College. Commissioner Sparks remains in the hospital but is scheduled to begin rehab this week.

VISITORS

David Thornburg, Cece Hubbert, Amy Bowden, Kim Davis, Diana Hewlett, Tracy McNair, Reid Vaughan, Patrick Dunlap and Paula McCaleb

MINUTES

Commissioner Pilgreen made a motion to approve the minutes for the Work Session on June 9, 2020 and the Quarterly meeting on June 10, 2020. 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
Derek Toxey - Yes

Motion carried.

Director's Report:

Executive Director Russell encouraged the Commissioners to distribute the Physical Training Preparation for Firefighter Recruits booklet to their constituents. He also talked about the Fire College's Infectious Disease Response Plan. Russell gave several updates pertaining to training, grants, EMS pass rates, etc.

Chairman Darby stated that even during this pandemic, the class and student numbers are picking back up.

COMMITTEE REPORTS

Finance:

Commissioner Doss made a committee motion to accept the June 2020 Financial Statement. Roll call vote was taken.

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

Motion carried unanimously.

Commissioner Doss made a committee motion to approve the FY 2020-2021 Budget as presented. Roll call vote was taken.

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

Motion carried unanimously.

Commissioner Doss made a committee motion to renew the CD and ratify the move to West Alabama Bank in the amount of \$3,352,496.26 and authorize new signatories on that account to include Commissioner Darby and Commissioner Pilgreen. Roll call vote was taken.

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

Motion carried unanimously.

Commissioner Doss made a committee motion to approve a new position in Certification. Roll call vote was taken.

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

Derek Toxey - Yes

Motion carried unanimously.

Commissioner Doss made a committee motion to approve the AFG 2019 grant with a 15% match of \$57,521.74 that will come from reserves. Roll call was taken.

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

Motion carried unanimously.

Commissioner Doss made a committee motion to approve the application for the AFG 2020 grant. Roll call vote was taken.

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

Motion carried unanimously.

Policy & Procedures/By-Laws:

Committee Chairman Green made a committee motion to adopt requirement of a valid CPAT certificate for firefighter recertification. Roll call vote was taken.

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

Motion carried.

Committee Chairman Green made a committee motion to adopt a resolution as follows:

The Commission finds, in its legislative capacity, that the Alabama Fire College benefits from the efforts of the Alabama Coalition of Community Risk Reduction Educators.

Therefore, be it resolved by the Commission, that the Executive Director, in his/her discretion, is authorized to use Commission resources to assist the Alabama Coalition of Community Risk Reduction Educators.

Roll call vote was taken.

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

Motion carried unanimously.

EMS:

Committee Chairman Ledbetter made a committee motion to authorize the Executive Director to finalize and execute an affiliation agreement between the Alabama Fire College and the City of Birmingham Fire and Rescue Service Department so that EMS students can perform clinical rotations with Birmingham Fire and Rescue Service. Roll call vote was taken.

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

Motion carried unanimously.

OLD BUSINESS

There was none.

NEW BUSINESS

There was none.

BUSINESS FROM VISITORS

There was none.

BUSINESS FROM COMMISSION MEMBERS

Chairman Darby thanked the staff and their efforts during this time of uncertainty with the COVID-19 pandemic. Comparisons between last year and this year financially are showing that considering the current circumstances, we are doing very well.

Executive Director Russell expressed gratitude for the continued support of the Commission in allowing the Fire College to move forward.

The next Work Session is scheduled for October 20, 2020 and the Quarterly Commission meeting will be October 21, 2020.

Commissioner Doss made a motion to adjourn and it was seconded by Commissioner Ledbetter. Without objection, the meeting adjourned.

Respectfully submitted,



David M. Russell
Executive Director



Melony Carroll
Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Commission Work Session Meeting October 20, 2020

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 and proper prior notice of the meeting had been given under the Open Meetings Act.

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

VISITORS

Arthur Willis, Kim Davis, David Thornburg, Cece Hubbert, Amy Bowden, Reid Vaughan, Monica Sparks, Patrick Dunlap, Tracy McNair and Lonnie Branson

MINUTES

Section Chief Willis reviewed the student numbers and the addition of over 30 on-line courses scheduled for 2021.

Section Chief Thornburg gave several updates pertaining to campus improvements including the student lounge, registration and fitting the classrooms with Zoom technology.

Executive Director Russell discussed several matters and updates pertaining to the Fire College including but not limited to firefighter reciprocity and recertification; grants; the WST lease; CPAT and Administrative Code proposed changes.

No action was taken on any of the above matters or any other matters.

FINANCE COMMITTEE

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

Committee Chairman Sparks discussed several items including the August 2020 Financial Statement; the RC&D grant; the WST lease; \$18,000 for CPAT equipment; disposal of the 2015 Ford and adding Continuing Education as a separate line item. On a motion properly made and seconded, the Finance Committee unanimously approved these items to forward to the Quarterly Commission meeting.

POLICY AND PROCEDURES/BY LAWS COMMITTEE

No discussion.

EMS COMMITTEE

No discussion.

Commissioner Doss made a motion to adjourn and it was seconded by Commissioner Ledbetter.
Meeting adjourned.

Respectfully submitted,



David M. Russell
Executive Director



Melony Carroll
Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Quarterly Commission Meeting October 21, 2020

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 and proper prior notice of the meeting had been given under the Open Meetings Act.

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

VISITORS

Arthur Willis, David Thornburg, Cece Hubbert, Amy Bowden, Kim Davis, Diana Hewlett, Tracy McNair, Reid Vaughan, Patrick Dunlap, Monica Sparks, Lonnie Branson, Dale Wyatt, Josh Bryant, Richard Pugh and Charlie Dixon

MINUTES

Commissioner Green made a motion to approve the minutes for the Work Session on August 25, 2020 and the Quarterly meeting on August 26, 2020. 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 - Abstain
Derek Toxey - 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

Executive Director Russell stated that there had been no public comments submitted in writing or by electronic mail or telephone, for this proposed amendment.

Chairman Darby opened the floor for comments regarding the proposed change to the Administrative Code. There were no comments from visitors. Without objection, the Public Hearing was closed.

Director's Report:

Executive Director Russell reviewed firefighter reciprocity and recertification. Both of these items will be finalized and brought back up at the January meeting. Russell also discussed grants, the WST lease, CPAT needs and cost, the disposal of a vehicle and the affiliation agreement with Columbia Southern University.

COMMITTEE REPORTS

Finance:

Committee Chairman Sparks made a committee motion to accept the August 2020 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
Derek Toxey - Yes

Motion carried unanimously.

Committee Chairman Sparks made a committee motion to accept the Resource Conservation & Development grant award in the amount of \$6,393.46. Roll call vote was taken.

Joey Darby – Yes
Billy Doss - Yes
Mike Green - Yes
Russell Ledbetter – Yes
Scott Pilgreen – Yes
Gary Sparks - Yes
Derek Toxey - Yes

Motion carried unanimously.

Committee Chairman Sparks made a committee motion to authorize the Executive Director to negotiate and sign all necessary documents to renew the Workplace Safety Training lease. Roll call vote was taken.

Joey Darby – Yes
Billy Doss - Yes
Mike Green - Yes

Russell Ledbetter – Yes
Scott Pilgreen – Yes
Gary Sparks - Yes
Derek Toxey - Yes

Motion carried unanimously.

Committee Chairman Sparks made a committee motion to transfer \$18,000.00 from reserves to upgrade CPAT equipment. Roll call vote was taken.

Joey Darby – Yes
Billy Doss - Yes
Mike Green - Yes
Russell Ledbetter – Yes
Scott Pilgreen – Yes
Gary Sparks - Yes
Derek Toxey - Yes

Motion carried unanimously.

Committee Chairman Sparks made a committee motion to declare the 2015 Ford Focus as surplus and authorize the Executive Director to dispose of as he sees fit. Roll call was taken.

Joey Darby – Yes
Billy Doss - Yes
Mike Green - Yes
Russell Ledbetter – Yes
Scott Pilgreen – Yes
Gary Sparks - Yes
Derek Toxey - Yes

Motion carried unanimously.

Committee Chairman Sparks made a committee motion to add Continuing Education as a separate line item on the budget. Roll call vote was taken.

Joey Darby – Yes
Billy Doss - Yes
Mike Green - Yes
Russell Ledbetter – Yes
Scott Pilgreen – Yes
Gary Sparks - Yes
Derek Toxey – Yes

Motion carried unanimously.

Policy & Procedures/By-Laws:

Committee Chairman Green stated there was no report.

EMS:

Committee Chairman Ledbetter stated there was no report.

OLD BUSINESS

Commissioner Toxey made a motion to adopt the code changes for 360-X-2-.01 Certified Volunteer Fire Fighter 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
Derek Toxey – Yes

Motion carried unanimously.

NEW BUSINESS

Commissioner Sparks made a motion to approve the proposed changes to the Administrative Code 360-X-3 Certified Fire Instructor series. 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
Derek Toxey – Yes

Motion carried unanimously.

BUSINESS FROM VISITORS

There was none.

BUSINESS FROM COMMISSION MEMBERS

There was none.

Executive Director Russell thanked Melony Carroll for her 25 years of service to the Alabama Fire College. He said she has an outstanding moral compass, and he's appreciative for what she's done for the Fire College internally and for the public outside the organization. A retirement celebration will be held at the end of the year. Chairman Darby stated this is the last meeting for Melony and expressed his appreciation for her service to the Commission.

Due to COVID issues at Birmingham Fire Department, Russell stated that they were shutting down their recruit school for the rest of this week and would try to restart on Monday.

The next Work Session will be January 19, 2021 and the Quarterly Commission meeting will be January 20, 2021.

Commissioner Green made a motion to adjourn and it was seconded by Commissioner Ledbetter. Without objection, the meeting adjourned.

Respectfully submitted,



David M. Russell
Executive Director



Melony Carroll
Secretary