

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Commission Work Session Meeting January 19, 2021

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, Patrick Dunlap, Tracy McNair and Edmond Miller.

MINUTES

Chairman Darby reviewed the agenda items for the Quarterly Commission meeting on January 20, 2021.

Edmond Miller with Aho Architects presented a schematic drawing of the proposed storage/prop building with estimated costs for the project.

Section Chief Willis reviewed the student numbers, course offerings and certifications issued by the Fire College. He also gave an update on recruit schools and promotional testing.

Section Chief Thornburg gave updates on campus improvements, the upcoming Fire Chief's Conference and the proposed storage/prop building.

Tracy McNair reviewed the changes to the new website and gave updates regarding the launch that took place on January 7, 2021.

Executive Director Russell discussed several matters and updates pertaining to the Fire College including but not limited to refurbishment of the KFT Mobile Burn trailer; website launch; grants; proposed Administrative Code changes; Prometric certification testing; reimbursement of training costs to fire departments for firefighter transfers; AFC staff changes; firefighter reciprocity and recertification and AFC mobile fleet insurance coverage.

Chairman Darby added an item to the agenda for the Quarterly Commission meeting under New Business which includes a resolution to request legislative support for property insurance coverage for the AFC mobile training fleet.

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

Commissioner Green made a motion to suspend the Work Session, seconded by Derek Toxey. 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 Derek Toxey.

Committee Chairman Sparks discussed several items including the 2020 fiscal year-end Jackson Thornton Audit, the September 2020 Financial Statement; Hotel Bids; sending out bid for an Independent Audit; KFT Mobile Burn Trailer refurbishment; application for an AFG grant for SCBA equipment and a remote testing fee for out of state students. 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 Derek Toxey.

Commissioner Green discussed several items including Firefighter Reciprocity and Firefighter Recertification. On a motion properly made and seconded, the Policy and Procedures/By Laws Committee unanimously approved these items to forward to the Quarterly Commission meeting.

EMS COMMITTEE

No discussion.

There being no further Committee meetings, Chairman Darby recalled the Work Session from recess. Chairman Darby, concluding there being no further business for the Work Session, and adjourned the meeting.

Respectfully submitted,



David M. Russell
Executive Director



Lonnie Branson
Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Quarterly Commission Meeting January 20, 2021

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

Tim Love, Arthur Willis, Amy Bowden, Cece Hubbert, Diana Hewlett, Reid Vaughan, Ashley Owens, Pat Hamilton, Donna Barrett, Damien Davis, Patrick Dunlap, Rick Gregg, Stentsen Ellenburg, Hannah McCook, Meaghan Jackson, Bill Warren, Kimberly Rodriguez, Terri Huddleston, David Thornburg, Kim Davis, Linda Putnam, Lindsey Tingle, Stacey Tingle, Tiffany Lyons, Brianna Harris, James Levert, Nick Davis and Senator Gerald Allen.

Senator Gerald Allen thanked the Alabama Fire College Commission and staff for all we do to train firefighters in helping communities throughout the State of Alabama and the world. Executive Director Matt Russell expressed gratitude on behalf of the Alabama Fire College and Personnel Standards Commission and staff for his support to our organization and to the Tuscaloosa area.

MINUTES

Commissioner Green made a motion to approve the minutes for the Work Session on October 20, 2020 and the Quarterly meeting on October 21, 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 - Yes
Derek Toxey - Yes

Motion carried.

ELECTION OF OFFICERS

Commissioner Pilgreen nominated Commissioner Darby for Chairman. 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
Derek Toxey – Yes

Motion carried.

Commissioner Green nominated Commissioner Sparks for Vice-Chairman 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
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-3-.01 Certified Fire Instructor I
360-X-3-.02 Certified Fire Instructor II
360-X-3-.03 Certified Fire Instructor III

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:

Section Chief Willis presented a newly formatted training report. The report given shows a comparison of courses taught over the last two years, number of students per course and number of certifications issued. Due to COVID, the overall number of students have decreased, the size of our classes has been reduced and we are offering an increased number of distance learning online classes that have done well. The EMS department continues to have increased class sizes for their Basic EMT course. A report of all current and future recruit schools was given. Willis also gave an update on departmental promotional testing with four departments having completed their testing in the 2020 year and four additional departments scheduled for testing within the first few months of 2021. Commissioner Darby expressed his appreciation for the newly formatted training report and the ease of comparing the overall number of students and certifications issued.

Section Chief Thornburg presented the Administration report. The overall changes that have taken place on the AFC campus was reviewed with the addition of a student lounge area, remodel of the Registration offices and installation of smart boards in every classroom. The smart boards allow up to 500 students to join a Zoom class if needed. Thornburg gave an update on the 2021 Alabama Association of Fire Chief's Conference being held in Hoover and acknowledged Diana Hewlett for her efforts and hard work on this conference. Chief Thornburg also discussed the proposed prop and storage building for the Tuscaloosa campus.

Executive Director Russell reviewed the CARES Act funding that provided the Fire College an opportunity to purchase distance delivery equipment needed for each classroom and helps ensure success in the future. Russell discussed the costs and need for refurbishing the Mobile Burn Trailer Unit One. Chairman Darby inquired about the cost of purchasing a new burn trailer and they are substantially higher.

Director Russell acknowledged the hard work and team effort by Tracy McNair, Diana Hewlett and Kim Davis on the new website launch from ThreeSixtyEight. The Fire College will also be using ThreeSixtyEight to develop a Learning Management System. A performance bond has been purchased for this project.

Russell requested to apply for an AFG grant to be used for purchasing new SCBA's for training. An overview of our SCBA inventory was given that showed we currently have six different manufacturers.

Director Russell discussed possible changes to NFPA 1006 and NFPA 1026 in the future but did not request any action from the Commission at this time.

A review of certification web testing showed an 82 percent increase in the past year. The possibility of using Prometric, a computer-based testing service for out of state students, was presented. Prometric offers testing sites nationwide and globally which would help meet our needs for out of state testing.

Russell informed the Commission that a state audit of inventory greater than \$5,000.00 will be conducted on February 3, 2021.

Director Russell expressed gratitude for the delivery of a new Sutphen pumper truck on January 4, 2021. The Fire College received excellent customer service during the process of purchasing the pumper truck.

COMMITTEE REPORTS

Finance:

Committee Chairman Sparks made a committee motion to accept the annual audit for the fiscal year ending September 30, 2020 conducted by Jackson Thornton Certified Public Accountants and Consultants. 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 approve the September 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 award the hotel bid to Town Place Suites for a rate of \$65.00 per night based on staff recommendation and amenities offered. 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 stated no action was needed at this time for COVID expense reimbursements.

Committee Chairman Sparks made a committee motion to approve spending \$135,000.00 to refurbish the KFT ML-1000 Mobile Burn Trailer Unit One, \$129,000.00 to be taken from the budget and \$6,000.00 to be taken from reserves. 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 approve the application for an AFG grant for purchasing SCBA's up to \$500,000.00 with matching funds of \$75,000.00. 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 approve a charge of \$75.00 as a remote testing fee to out of state students. 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 approve staff to seek out a bid for an independent audit. 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 two items to be addressed under Old Business.

EMS:

Committee Chairman Ledbetter stated there was no report.

OLD BUSINESS

The Commission received no comments during the public hearing related to Administrative Code changes for the Certified Fire Instructor series. Commissioner Green made a motion to adopt the code changes for 360-X-3-.01 Certified Fire Instructor I, 360-X-3-.02 Certified Fire Instructor II and 360-X-3-.03 Certified Fire Instructor III. 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
Derek Toxey – Yes

Motion carried unanimously.

Commissioner Green made a motion from the Policy & Procedures/By-Laws committee to approve Firefighter Reciprocity changes as outlined by Executive Director Russell during the Work Session. 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.

Commissioner Green made a motion from the Policy & Procedures/By-Laws committee to approve Firefighter Recertification changes as outlined by Executive Director Russell during the Work Session. 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

Chairman Darby stated there is an agenda item to consider insurance of the fleet. Commissioner Green made a motion to add an agenda item under New Business regarding insurance of mobile training fleet. It was seconded by Commissioner Toxey. 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.

Chairman Darby asked if there was any motion from the floor. Commissioner Sparks made a motion to adopt a resolution prepared by Mark Boardman as follows:

Whereas the Alabama Fire College provides training throughout the State of Alabama with its mobile training fleet.

Whereas the Alabama Fire College's unique mobile training fleet provides valuable training to protect life and property for local firefighters.

Whereas the Alabama Fire College has experienced extreme difficulties obtaining property insurance for its mobile training fleet in the commercial insurance marketplace due in part to the unique nature of the Alabama Fire College's mobile training.

Now, therefore, be it resolved by the Alabama Firefighters Personnel Standards and Education Commission, the governing body of the Alabama Fire College, that the Commission requests the Alabama Legislature to amend state law to allow the State

Department of Finance to provide property insurance coverage to the Fire College for the mobile training fleet at a premium to be set by the Department of Finance.

It was seconded by Commissioner Toxey. 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

Chief Tim Love spoke to the commission on behalf of the Alabama Association of Fire Chiefs and expressed his appreciation to Executive Director Russell and the Alabama Fire College for weekly and monthly COVID updates to the Alabama Fire Chiefs. The updates help provide valuable information, enhance the knowledge base for the fire chiefs throughout the state and allows everyone to share what they are facing with the COVID pandemic. Love was grateful for all the hard work from the staff for the 2021 Professional Development Conference. The conference is scheduled for February 2-5, 2021 at the Hyatt Regency Birmingham-The Wynfrey Hotel and is presented by The Alabama Fire College and The Alabama Association of Fire Chiefs.

Executive Director Russell stated that the fire service briefing is the second Tuesday of the month at 10:00 am and again at 7:00 pm for the volunteer departments.

BUSINESS FROM COMMISSION MEMBERS

There was none.

Chairman Darby announced that the next Work Session will be April 20, 2021 and the Quarterly Commission meeting will be April 21, 2021.

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

Respectfully submitted,



David M. Russell
Executive Director



Lonnie Branson
Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Commission Work Session Meeting April 20, 2021

The meeting was called to order by Chairman Joey Darby at 12:30 p.m. and was held at the Alabama Fire College in Tuscaloosa, Alabama. 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, David Thornburg, Cece Hubbert, Kim Davis, Amy Bowden, Reid Vaughan, Patrick Dunlap, Tracy McNair, Diana Hewlett and Edmond Miller.

MINUTES

Chairman Darby reviewed the agenda items for the Quarterly Commission meeting on April 21, 2021.

Section Chief Thornburg gave updates on campus improvements, installation of security cameras, AFC being the host agency for the statewide All Hazards Incident Management Team tabletop exercises and the proposed storage and prop building.

Edmond Miller with Aho Architects presented an updated schematic drawing of the proposed storage and prop building with estimated costs and timeframe for the project.

Section Chief Willis reviewed the student numbers, course offerings and certifications issued by the Fire College. He gave an update on EMS classes, grant classes and promotional testing. Chief Willis also provided information on the Alabama Office of Apprenticeship program and the Alabama Pipeline Emergency Response Initiative.

Tracy McNair gave an update and review of changes to the new website.

Executive Director Russell discussed several matters and updates pertaining to the Fire College including but not limited to Alabama Department of Public Examiners' property audit conducted by the State Auditor; the resolution regarding indemnity; NFPA 1006 Technical Rescue; an update on capital improvement plan; Mobile Burn trailers; the condition of our ambulance; resurface asphalts; student discipline; the installation of security system and surveillance cameras on campus; the State of Alabama Risk Management property risk audit; IFSAC requirements and

certification testing for out of state students; AFC sponsored Peer Support class; AFC staff changes; the COVID-19 vaccination clinic; the AAFC Conference; the website development; the Alabama Pipeline Emergency Response Initiative; and mobile fleet insurance coverage.

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

Commissioner Pilgreen made a motion to suspend the Work Session, seconded by Russell Ledbetter. 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 Derek Toxey.

Committee Chairman Sparks discussed several items including the February 2021 Financial Statement; the Jackson Thornton audit; the awarding of auditing services from bids; a budget transfer; sending out to bid the construction of a storage/prop building and sending out to bid an OTR tractor; and the Association of Volunteer Fire Departments annual conference in July 2021. On a motion properly made and seconded, the Finance Committee unanimously approved these items to forward to the Quarterly Commission meeting.

The Finance Committee concluded its meeting, as it had no further business.

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 Derek Toxey.

Commissioner Green discussed a resolution for the Alabama Pipeline Emergency Response Initiative. On a motion properly made and seconded, the Policy and Procedures/By Laws Committee unanimously approved this item to forward to the Quarterly Commission meeting.

The Policy and Procedures/By Laws Committee concluded its meeting, as it had no further business.

EMS COMMITTEE

No discussion.

The Work Session then returned from suspension. Commissioner Darby, seeing there being no further business, adjourned the meeting.

Respectfully submitted,



David M. Russell
Executive Director



Lonnie Branson
Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Quarterly Commission Meeting April 21, 2021

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

David Thornburg, Arthur Willis, Rick Gregg, Kim Davis, Cece Hubbert, Tracy McNair, Jason Jackson, Nick Davis, Reid Vaughan, Damien Davis, Linda Putnam, Donna Barrett, Bill Warren, Stacey Tingle, Hannah McCook, Meaghan Jackson, James LeVert, Diana Hewlett, Kimberly Rodriguez, Cindy Woods, Terri Huddleston, Nikki Bush, Pat Hamilton, Ray Grantham, Josh Bryant, Dale Wyatt, Richard Pugh, Charlie Dixon and Amy Bowden.

EMPLOYEE OF THE QUARTER RECOGNITION

Executive Director Russell announced David Thornburg, Diana Hewlett and Tracy McNair were chosen as Employees of the Quarter. Administrative Section Chief David Thornburg has supervised and facilitated the completion of many upgrades to AFC facilities including the student lounge, server area, the addition of office space, modification to the printer room, and storage areas for the bookstore. Additionally, he was instrumental in the transition of the joint AAFC/AFC professional development conference to Hoover in February. David also managed the COVID-19 vaccination clinic that was hosted on our AFC campus.

Marketing Specialist Diana Hewlett has been instrumental in providing design aspects to the AFC that assist in creating a positive experience for students including color schemes, furniture upgrades, building design recommendations, etc. Additionally, she has exponentially increased our social media footprint and continues to effectively market the positive aspects of our programs.

Database Administrator Tracy McNair has been instrumental in the development of the AFC website and developing and designing the soon forthcoming department, student, and employee portals. All of which will decrease the workload for AFC employees and department training officers and should streamline interaction with the AFC for students as well. This has been an ongoing two- year project and she has done an outstanding job facilitating the collaboration of all stakeholders.

MINUTES

Commissioner Doss made a motion to approve the minutes for the Work Session on January 20, 2021 and the Quarterly meeting on January 21, 2021. 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
Derek Toxey - Yes

Motion carried.

Director's Report:

Administrative Section Chief David Thornburg gave updates on AFC being the host agency for an All-Hazards Incident Management Team tabletop exercise, the installation of security cameras and gave a discussion of proposed prop and storage building. Training Section Chief Arthur Willis gave updates on the following: a comparison report of AFC student numbers; EMS and Paramedic students; grant classes being offered to volunteers; the Alabama Office of Apprenticeship; the Alabama Pipeline Emergency Response Initiative; and departmental promotional testing.

Executive Director Russell discussed several matters and updates including; Alabama Department of Public Examiners; a clean property audit conducted by the state auditor which found that all items were properly tagged and identified; a resolution regarding indemnity; proposed changes to NFPA 1006-Certified Rescue Technician; the capital improvement plan; mobile burn trailer three; an ambulance; resurfacing asphalts on the AFC campus; an OTR tractor; student discipline; security and surveillance cameras; IFSAC requirement for students to obtain permission from their home state for training and certification; Deputy Certification Director Lori Howes; the COVID-19 vaccination clinic; the AAFC Conference held in Birmingham; the upcoming AAVFD Conference being held on AFC campus; the Alabama Pipeline Emergency Response Initiative; and Auburn University's Tactical Athletes Program.

COMMITTEE REPORTS

Finance:

Committee Chairman Sparks made a committee motion to approve the February 2021 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 due to extraordinary circumstances brought about by the pandemic, the Commission agrees to pay an additional \$3,000.00 to Jackson Thornton for audit related fees related for those extraordinary expenses.

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 award the bid of auditing services contract to Jackson Thornton, CPA & Consultants, for an independent audit.

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 amend the current budget line of Prop Building of \$395,000.00; to reallocate \$115,000.00 to Mobile Burn Trailer-3 refurbish item and up to \$150,000.00 to purchase an OTR Tractor.

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 send out to bid the construction of proposed prop storage building. Chairman Darby noted the prop storage building has been discussed for some time and what started out as a small project has now become a major project with increased costs. When the bids are received, the Fire College could learn that costs increased even more.

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.

Commissioner Doss and Commissioner Green recused themselves prior to the next motion. Committee Chairman Sparks made a committee motion to approve coordination with AAVFD for their upcoming annual conference, via this resolution:

The Commission finds, in its legislative capacity, that the Alabama Fire College benefits from the existence and promotion of Alabama Association of Volunteer Fire Departments and that its' 44th annual conference benefits the Alabama Fire College.

THEREFORE, be it resolved by the Commission that the Executive Director, in his/her discretion, is authorized to allow the Fire College campus to be used for the 44th annual conference and to use Commission resources for such on July 23-24, 2021.

Roll call vote was taken.

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

Motion carried.

Chairman Darby gave an update on our legislative appropriations, it seems favorable for a possible increase in our appropriations and we are very appreciative. We remain hopeful to get good news as the budget is finalized out of legislature.

POLICY & PROCEDURES/BY-LAWS:

Chairman Darby recused himself from the next item on the agenda. Commissioner Doss recused himself as well. Committee Chairman Green made a motion to adopt a resolution that will allow the Executive Director to authorize resources in assisting the Alabama Pipeline Emergency Response Initiative. Commissioner Green made a motion to adopt a committee resolution as follows:

The Commission finds, in its legislative capacity, that the Alabama Fire College benefits from the efforts of the Alabama Pipeline Emergency Response Initiative.

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 Pipeline Emergency Response Initiative.

Roll call vote was taken.

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

Motion carried.

Vice Chairman Sparks then returned the meeting to Chairman Darby to preside over.

EMS:

Committee Chairman Ledbetter stated there was no report.

OLD BUSINESS

Director Russell gave an update on the drafted resolution from the January 2021 Commission meeting regarding an attempt to have the Alabama Fire College added to the State of Alabama Department of Risk Management pool for insurance coverage on our mobile fleet. The insurance programs offered by the Department of Finance's Division of Risk Management are not available to educational institutions and our request was denied. Chairman Darby addressed the need to continue seeking quotes for fleet insurance coverage through additional insurance companies.

NEW BUSINESS

Chairman Darby stated the first item under new business was consideration of Administrative Code changes to Chapter 360-X-19 Certified Rescue Technician as highlighted in Executive Director Russell's report. It was noted that these are major revisions being brought on by NFPA standard changes. Commissioner Sparks made a motion to begin the process for Administrative Code changes to:

Chapter 360-X-19 Certified Rescue Technician

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.

Chairman Darby addressed the item of indemnity as highlighted by our attorney. Commissioner Green made a motion to adopt the indemnity resolution as presented by our attorney, Mark Boardman, as follows:

WHEREAS, Alabama has in the past led the nation in the number of civil lawsuits against individuals working in public education; and

WHEREAS, the Alabama Supreme Court recognizes that the threats of vexatious and frivolous civil litigation potentially impede government officials from making decisions based on what is in the best interest of good public policy; and

WHEREAS, the Alabama Firefighters' Personnel Standards and Education Commission certifies first responders whose profession places them in harm's way as they protect others; and

WHEREAS, public service should not serve as an invitation to be sued;

NOW, THEREFORE, BE IT RESOLVED by the Alabama Firefighters' Personnel Standards and Education Commission that the Alabama Firefighters' Personnel Standards and Education Commission votes to and does hereby indemnify (including the payment of defense costs) each Commission member and Executive Director for and in all civil claims, litigation matters, and proceedings arising from, or in any way connected to, the performance of that Commissioner's or Executive Director's duties and responsibilities, excluding matters involving the Alabama Open Meetings Act. This Resolution covers, and indemnity (including the payment of defense costs) is afforded to, all current and future Commissioners and Executive Director, and all past Commissioners and Executive Directors serving since 2007.

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
Derek Toxey – Yes

Motion carried unanimously.

BUSINESS FROM VISITORS

Bill Warren addressed the Commission.

BUSINESS FROM COMMISSION MEMBERS

Chairman Darby spoke on behalf of the Alabama Association of Fire Chiefs and expressed appreciation of all the efforts that went into the mid-winter conference and its success. Appreciation was extended to the Executive Director and staff of the Alabama Fire College for all the work and efforts made over the last year dealing with COVID and all the restrictions that it brought.

Commissioner Green expressed his appreciation for allowing the AAVFD Conference to be held on campus.

Chairman Darby announced the next Work Session will be July 20, 2021 and the Quarterly Commission meeting will be July 21, 2021.

Executive Director Russell spoke to the Commission regarding efforts to be conservative and good stewards of the funding given. He expressed his gratitude for continued support of the Alabama Fire College and future building needs. On behalf of the Commission, Chairman Darby extended his appreciation to Director Russell for the financial conservative efforts made by the Fire College.

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

Respectfully submitted,

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

David M. Russell
Executive Director

A handwritten signature in blue ink that reads "Lonnie Branson". The signature is written in a cursive style with a large initial 'L'.

Lonnie Branson
Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Commission Work Session Meeting July 20, 2021

The meeting was called to order by Commission Chairman Joey Darby at 12:50 p.m. and was held at the Alabama Fire College in Tuscaloosa, Alabama. 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, Scott Pilgreen, Gary Sparks, and Derek Toxey. (Attorney Mark Boardman) Quorum ascertained.

VISITORS

Arthur Willis, David Thornburg, Kim Davis, Amy Bowden, Reid Vaughan, Tracy McNair, Wes Ward, Will Ferguson, M.D., Taylor Payne, M.D., Julie Brown, M. D., Tom Dehmer, and Isabella Prince.

MINUTES

Chairman Darby reviewed the agenda items for the Quarterly Commission meeting on July 21, 2021.

Chairman Darby acknowledged receipt of the official resignation letter from Commissioner Russell Ledbetter effective May 17, 2021. Commissioner Toxey was appointed by Chairman Darby as EMS Committee Chairman due to the seat being vacant from Commissioner Ledbetter's resignation.

Special guests Wes Ward, Dr. Ferguson, Dr. Payne, and Dr. Brown spoke to the Commission regarding Alabama EMS Challenge.

Tracy McNair gave an update on the Learning Management System software for the new website along with a brief overview of the department portal.

Training Section Chief Willis reviewed the student numbers, course offerings and certifications issued by the Fire College. Chief Willis gave updates on Live Fire Instructor courses; the Side-by-Side Residential Fire Sprinkler Demo in Gulf Shores; the Alabama Association of Volunteer Fire Departments annual conference being held on the AFC campus; the NFA three-state weekend trip; graduation ceremonies for the Alabama Public Safety Leadership Academy and Paramedic program; fall recruit schools; distance delivery for the EMS program, and a schedule of volunteer classes.

Administrative Section Chief Thornburg gave updates on campus improvements including replacing old water heaters with tankless units, the landscaping sprinkler system, and the modifications to the EMS entrance. A report was given regarding cost savings on insurance premiums; an OTR tractor purchase; requests for disposal of property with the state surplus office; a recording studio for peer support and other public relations needs; All Hazards Incident Management Team tabletop exercises; assisting with the 2022 World Games in Birmingham, and the proposed storage and prop building.

Executive Director Russell discussed several matters and updates pertaining to the Fire College including but not limited to modifications to EMS entrance; NFPA 1006 Technical Rescue; telework guidelines; Tier I and Tier II certification course listings; requests for regional training center evaluations; memorandum of understanding agreements with federal, quasi-governmental and private sector departments; driving simulator; submission of fraudulent certifications and CPAT documents by students; NIEHS grant award; updates to Rope II course; discussions involving Alabama EMA and Forestry staff to instruct IMT training courses; request for AFC assistance with the coordination and facilitation of the World Games being held in Birmingham in July 2022; Tuscaloosa Fire Airport development of a training facility for Airport Rescue Firefighters in Alabama; AFC Peer Support team working at the site of the condominium collapse in Surfside, FL and the I-65 car crash; fraudulent solicitation in Troy; AFC efforts to help with smoke detector blitz in Mobile, and the Petzl instructor development illustrating new equipment and techniques.

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

Commissioner Pilgreen made a motion to suspend the Work Session, seconded by Commissioner Toxey. The motion passed unanimously. Chairman Darby recessed the Work Session and the committee meetings convened.

FINANCE COMMITTEE

Chairman Sparks called the Finance Committee meeting to order. Roll call revealed the following members present: Joey Darby, Billy Doss, Mike Green, Scott Pilgreen, Gary Sparks and Derek Toxey.

Committee Chairman Sparks discussed several items including the 2021-2022 Budget and surplus vehicles being turned over to the state surplus pool. On a motion properly made and seconded, the Finance Committee unanimously approved these items to forward to the Quarterly Commission meeting.

The Finance Committee concluded its meeting, as it had no further business.

POLICY AND PROCEDURES/BY LAWS COMMITTEE

Chairman Green called the Policy and Procedures/By Laws Committee meeting to order. Roll call revealed the following members present: Joey Darby, Billy Doss, Mike Green, Scott Pilgreen, Gary Sparks and Derek Toxey.

Committee Chairman Green discussed telework guidelines and memorandums of understanding agreements. On a motion properly made and seconded, the Policy and Procedures/By Laws Committee unanimously approved these items to forward to the Quarterly Commission meeting.

The Policy and Procedures/By Laws Committee concluded its meeting, as it had no further business.

EMS COMMITTEE

Chairman Toxey stated there were no items for the EMS Committee, so he did not convene a committee meeting.

Chairman Darby discussed adding several items to the agenda including the Administrative Code changes for 360-X-19 Certified Technical Rescue Personnel under Old Business, Tier I and Tier II courses being offered for field delivery under New Business, and the Executive Director evaluations under Business from Committee Members.

Commission Chairman Darby, seeing there being no further business, adjourned the meeting.

Respectfully submitted,



David M. Russell
Executive Director



Lonnie Branson
Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

Quarterly Commission Meeting July 21, 2021

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

Chairman Darby recognized the vacant seat on the Commission. Commissioner Russell Ledbetter submitted his resignation on May 17, 2021. This seat will remain unoccupied until a candidate is nominated by the Alabama Firefighters Association and confirmed by the Alabama Senate.

VISITORS

David Thornburg, Arthur Willis, Amy Bowden, Diana Hewlett, Tracy McNair, Donna Barrett, Isabella Prince Kim Davis, Damien Davis, Stentsen Ellenburg, John Olvey, Rick Gregg, Nick Davis, James LeVert, Ben Caffee, Meaghan Jackson, Ashley Owens, Nikki Bush, Stacey Tingle, Bailey Price, Pat Hamilton, Josh Bryant, Scott Ninesling, and Dale Wyatt.

EMPLOYEE OF THE QUARTER RECOGNITION

Executive Director Russell announced the Certification Unit and Lonnie Branson were chosen as Employees of the Quarter.

The Certification Unit staff includes Kim Davis, Cindy Woods, Pat Hamilton, Brianna Harris, Cailan Sumner, and John Olvey. Director Russell expressed appreciation to the Certification Unit for doing an outstanding job of meeting our customers' needs. They finalize all documentation to ensure students have met all requirements for certification. Due to their efforts, we are on pace for a record year regarding the number of certifications issued. The reason we have had a banner year is because our accredited programs meet firefighters' professional development criteria, they are relatively low cost, and of short duration. The Certification staff have differentiated us from most others as the AFC is accredited to 67 levels. Our collective success is due in part to the proactive diligence of the Certification Unit.

Lonnie Branson has been a utility player for the AFC. Director Russell stated she never complains, has kept a positive attitude, and has always been willing to pitch in where needed. She has made a seamless transition to her new position in the Executive section and has provided much needed support for staff throughout the organization. Lonnie is meticulous in detail and is not only concerned with doing things right, but more importantly, doing the right things. We

have appreciated her passion and concern for employees and have been glad to have her in the Executive section.

AGENDA APPROVALS

Chairman Darby stated there were two items up for consideration to add to the agenda. The first item for consideration was Tier I and Tier II certification course listings under New Business. The second item for consideration was the Administrative Code changes for Chapter 360-X-19 Certified Technical Rescue Personnel under Old Business. Commissioner Sparks made a motion to add both agenda items and it was seconded by Commissioner Green.

Roll call vote was taken.

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

Motion carried.

MINUTES

Commissioner Toxey made a motion to approve the minutes for the Work Session on April 20, 2021, and the Quarterly meeting on April 21, 2021. It was seconded by Commissioner Pilgreen.

Roll call vote was taken.

Joey Darby – Yes
Billy Doss - Yes
Mike Green - Yes
Scott Pilgreen – Yes
Gary Sparks - Yes
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.”

Chapter 360-X-19 Certified Technical Rescue Personnel

Chairman Darby called the public hearing to order and opened the floor for comments regarding the proposed changes to the Administrative Code.

Executive Director Russell stated there had been no public comments submitted in writing, by electronic mail, or telephone for this amendment. There were no comments from visitors. Hearing no comments, Chairman Darby declared the public hearing closed.

Director's Report:

Executive Director Russell discussed several matters and updates including the number of certifications issued for 2021; Live Fire Instructor Crossover courses; annual AAVFD Conference being held on the AFC Campus; replacement of water heaters with tankless units on campus; cost savings of changing insurance companies and better insurance coverage; OTR tractor purchase; telework guidelines for AFC staff; Tier I and Tier II certification course listings; request for RTC evaluation by Opelika Fire; Memorandum of Understanding with Federal, Quasi-Governmental, and private sector fire departments; repairs needed to the driving simulator; correspondence with the state Attorney General's office regarding fraudulent certifications and CPAT documents submitted by students; request for the AFC Incident Management team to assist with the World Games coming to Birmingham in July 2022; potential partnership with the City of Tuscaloosa and Tuscaloosa Fire Department for airport development; PEER Support; fraudulent solicitation of funds on behalf of the Fire College in Troy, AL; and meetings with Shelton State Community College leadership team.

Chairman Darby expressed his appreciation for the collaborative efforts with Shelton State Community College and was hopeful for the opportunities to share improvement efforts in the future.

COMMITTEE REPORTS

FINANCE:

Committee Chairman Sparks made a committee motion to approve the FY 2022 Budget.

Roll call vote was taken.

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

Motion carried unanimously.

Committee Chairman Sparks made a committee motion to declare the following as surplus and to be disposed of by the State surplus pool:

2008 Chevrolet Trailblazer	VIN #1GNDS135782251992
2008 Ford F-250	VIN #1FTSW21518EA15022
E-Z GO Cart	N/A

Roll call vote was taken.

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

Motion carried unanimously.

Chairman Darby stated for the record that due to the ongoing sick leave of the Finance Director, a financial statement was not prepared for consideration for the second quarter of 2021. However, the second and third quarter financial statements will be reviewed in the October Quarterly Commission meeting. Darby stated that he saw no cause for concern and believed the Fire College was in good financial shape.

POLICY & PROCEDURES/BY-LAWS:

Chairman Green made a motion to adopt a policy concerning Teleworking Guidelines as presented in Tab D that was reviewed in the Work Session.

Roll call vote was taken.

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

Motion carried.

Chairman Green made a motion to allow the Alabama Fire College to enter into memorandums of understanding agreements with federal, quasi-governmental and private sector fire departments which would allow their qualifying members to maintain their certifications. The motion would also authorize the Executive Director to create a consistent and definitive path for these firefighters to maintain their certifications. This information was presented in Tab G and reviewed in the Work Session.

Roll call vote was taken.

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

Motion carried.

EMS:

Committee Chairman Toxey stated there was no report.

OLD BUSINESS

Commissioner Sparks made a motion to approve the Administrative Code changes to Chapter 360-X-19 Certified Technical Rescue Personnel. The motion was seconded by Commissioner Toxey.

Roll call vote was taken.

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

Motion carried.

NEW BUSINESS

A motion to approve the transition of Fire Inspector II to a field delivery course was made by Commissioner Green and seconded by Commissioner Pilgreen.

Roll call vote was taken.

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

Motion carried.

BUSINESS FROM VISITORS

Josh Bryant, President of the Alabama Firefighters Association, addressed the Commission.

Chairman Darby spoke on behalf of the Commission and thanked the AFA for their support and looked forward to the new appointment of the vacant seat on the Commission.

BUSINESS FROM COMMISSION MEMBERS

Commissioner Pilgreen made a motion for consideration to add the Executive Director's performance evaluation to the agenda. Commissioner Green seconded the motion.

Roll call vote was taken.

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

Motion carried.

Commissioner Pilgreen made a motion to extend the Executive Director's contract by one year beyond the current contract based on the Executive Director's favorable performance evaluation. It was seconded by Commissioner Toxey.

Roll call vote was taken.

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

Motion carried.

Chairman Darby expressed his appreciation to Commissioner Pilgreen for reviewing the performance evaluation forms submitted for the Executive Director. The Commission

appreciates the work and good efforts put forth by the Executive Director and staff of the Fire College.

Commissioner Green extended his appreciation to the Fire College and staff for allowing the AAVFD to hold their annual conference on the AFC campus.

Chairman Darby relayed information regarding the Alabama Association of Fire Chiefs Annual Conference at Perdido Beach Resort August 8-11, 2021. An expression of appreciation was given for the efforts put forth in preparing the budget and to Cece Hubbert for working from home to keep the finances ongoing during her extended sick leave. Darby stated that it was great to be in a financial position that produces a balanced budget which also helps advance facilities and programs.

Chairman Darby reminded the Commission that there is a good possibility for a special called meeting in the next couple of months to consider bid results for the new storage and prop building which will be a very large consideration.

Commissioner Sparks gave a reminder of the Alabama Firefighter Memorial Service to be held on October 9, 2021. It will be a very long service this year based on the number of memorials. This is due to the ceremony being cancelled last year during the COVID pandemic.

Chairman Darby announced the next Work Session will be October 19, 2021. The next Quarterly Commission meeting will be October 20, 2021.

Executive Director Russell spoke to the Commission regarding how hard the staff works and stated it was a privilege to work at the Alabama Fire College. On behalf of the AFC staff, Russell expressed his appreciation to the Commission for their support and what they do for the Fire College.

Commissioner Green made a motion to adjourn the meeting, and it was seconded by Commissioner Doss. Without objection, the meeting was adjourned at 9:42 a.m.

Respectfully submitted,



David M. Russell
Executive Director



Lonnie Branson
Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS & EDUCATION COMMISSION

Commission Work Session Meeting October 19, 2021

The meeting was called to order by Commission Chairman Joey Darby at 1:00 p.m. and was held at the Alabama Fire College in Tuscaloosa, Alabama. 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, Scott Pilgreen, Gary Sparks, Derek Toxey, with one vacant seat. (Attorney Mark Boardman) Quorum ascertained.

VISITORS

Arthur Willis, Tracy McNair, Kim Davis, Cece Hubbert, Amy Bowden, Reid Vaughan, and David Thornburg. Brandy Williams was recognized as a special visitor. She was appointed by the Alabama Association of Fire Chiefs and will replace Commissioner Darby at the end of his term pending Senate confirmation.

MINUTES

Chairman Darby reviewed the agenda items for the Quarterly Commission meeting on October 20, 2021.

Training Section Chief Arthur Willis reviewed the student training numbers, resident and RTC course offerings and certifications issued by the Fire College. Chief Willis gave updates on campus and RTC recruit schools; AFC recruit school graduation; Live Fire Instructor and Live Fire Instructor in Charge classes; Residential Fire Sprinkler trailer; AFG grant for SCBA's; EMS and Paramedic classes; CoAEMSP site visit; EMS Challenge; and promotional testing.

Certification Director Kim Davis reported that 10,662 certifications have been issued so far in 2021 which is the most certifications the Fire College has ever issued in one year.

Administrative Section Chief David Thornburg gave updates on the pre-bid meeting and bid opening for the proposed prop storage building; purchase of a zero turn John Deer mower and Kubota tractor; upgrades to the facilities with landscaping and installation of a sprinkler system; a full scale IMT exercise; the collaboration of IMT and AMAS of Jefferson County; and Counterterrorism Operations Support Center out of Nevada has offered training in preparation for the World Games being held in Birmingham next summer.

Chairman Darby stated there will be a need for a special called meeting within the next few weeks to discuss the bids for the proposed prop storage building.

Database Specialist Tracy McNair gave an update on the Learning Management System software and department dashboard portal for the website. She stated a soft launch is scheduled for November 1, 2021. Chairman Darby expressed his appreciation for the work that has been done on the department portal and will benefit each department having direct access to their information.

Executive Director Russell discussed several matters and updates pertaining to the Fire College including but not limited to; maintenance costs of the 2000 Freightliner/McCoy-Miller ambulance and the 2004 American LaFrance Aerial platform; Peer Support funding; creating a Chief Financial Officer position; Opelika RTC evaluation; Firefighter Memorial service and appreciation to the Joint Fire Council; Fire Prevention Parade in Montevallo; 2022 weekend class offerings for Alabama Volunteer Firefighters; AFC job openings; FEMA Safety Officer course; FEMA Canine Search Specialist on campus training in conjunction with the Structural Collapse course; donation of a computer by Dell to a Paramedic student; Trench prop modifications; investigation of academic fraud; communication with the accountants for the annual audit; Alabama EMS Challenge; Tactical Athlete's Summit at Auburn University; the SEAFC Annual Health and Wellness Symposium; and the National Fire Academy courses.

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

Commissioner Green made a motion to suspend the Work Session, seconded by Commissioner Pilgreen. The motion passed unanimously. Chairman Darby recessed the Work Session and the committee meetings convened.

FINANCE COMMITTEE

Chairman Sparks called the Finance Committee meeting to order. Roll call revealed the following members present: Joey Darby, Billy Doss, Mike Green, Scott Pilgreen, Gary Sparks and Derek Toxy.

Committee Chairman Sparks discussed several items including the August 2021 Financial Statement; CD renewal; signing authorities on a new checking account; and creation of a Chief Financial Officer position. On a motion properly made and seconded, the Finance Committee unanimously approved these items to forward to the Quarterly Commission meeting.

The Finance Committee concluded its meeting, as it had no further business.

POLICY AND PROCEDURES/BY LAWS COMMITTEE

No discussion.

EMS COMMITTEE

No discussion.

Commission Chairman Darby, seeing there being no further business, adjourned the meeting.

Respectfully submitted,

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

David M. Russell
Executive Director

A handwritten signature in blue ink that reads "Lonnie Branson". The signature is written in a cursive style with a large initial 'L'.

Lonnie Branson
Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS & EDUCATION COMMISSION

Quarterly Commission Meeting October 20, 2021

The meeting was called to order by Commission 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 Green. Roll call revealed the following members present: Joey Darby, Billy Doss, Mike Green, Scott Pilgreen, Gary Sparks and Derek Toxey. (Attorney Mark Boardman). Quorum was ascertained.

Chairman Darby recognized the vacant seat on the Commission from the resignation of former Commissioner Ledbetter on May 17, 2021.

VISITORS

David Thornburg, Arthur Willis, Amy Bowden, Diana Hewlett, Hannah McCook, Patrick Dunlap, Cece Hubbert, Donna Barrett, Stentsen Ellenburg, Stacey Tingle, Reid Vaughan, Tracy McNair, Kimberly Rodriguez, Bill Warren, Meaghan Jackson, Lori Howes, Pat Hamilton, Kim Davis, Nick Davis, Ray Grantham, Bailey Price, Tiffany Lyons, Bella White, Damien Davis, Terri Huddleston, Nikki Bush, and Randy Childs. Commissioner Darby recognized Brandy Williams as a special guest appointed by the Alabama Association of Fire Chiefs and awaiting Senate confirmation to fill his seat on the Commission when his term ends in February 2022.

EMPLOYEE OF THE QUARTER RECOGNITION

Executive Director Russell announced the Training Unit, Facilities Unit and Terri Huddleston were chosen as Employees of the Quarter.

Director Russell expressed appreciation to the Training and Facilities Units for their hard work and outstanding job performance in preparation for the Firefighter Memorial service, landscaping and sprinkler system installation and trench prop modifications. The Training Unit staff includes Rick Gregg, Jason Jackson, Adam Watley, Ben Caffee, Stentsen Ellenburg, and Chase Smith. The Facilities Unit staff includes James LeVert, Nick Davis, Donna Barrett, and Damien Davis.

Director Russell recognized Terri Huddleston for her positive attitude, outstanding job performance, and always being a team player.

AGENDA APPROVALS

Chairman Darby stated there were no changes or additions to the agenda and on a motion made and seconded, the agenda was unanimously adopted.

MINUTES

Commissioner Green made a motion to approve the minutes for the Work Session on July 20, 2021, and the Quarterly Commission meeting on July 21, 2021. It was seconded by Commissioner Toxey. Roll call vote was taken.

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

Motion carried.

Director's Report:

Training Section Chief Arthur Willis gave updates on the following: a comparison report of AFC student training numbers from the fiscal years of 2018 through 2019 and 2020 through 2021; Live Fire Instructor and Live Fire Instructor in Charge courses; campus and RTC recruit schools; AFC recruit school graduation; EMS and Paramedic students; CoAEMSP site visit; EMS Challenge, and promotional testing. Administrative Section Chief David Thornburg gave updates on the pre-bids meeting for the proposed prop storage building, purchase of a John Deere mower and Kubota tractor, new landscaping and installation of a sprinkler system, a full scale IMT exercise in the Spring of 2022, the collaboration of IMT and AMAS of Jefferson County; and Counterterrorism Operations Support Center out of Nevada will be providing training in preparation for the 2022 World Games in Birmingham.

Executive Director Russell discussed several matters and updates including the bid opening meeting for the proposed prop storage building; maintenance costs of the 2000 Freightliner/McCoy-Miller ambulance and the 2004 American LaFrance Aerial platform; Peer Support funding and budget proposal; Chief Financial Officer position; 2021 Firefighter Memorial service; 2022 weekend classes for Volunteer Firefighters; job openings for a Finance Specialist, Training Specialist at WST, Custodian, Prop operator mechanic; full time Regional Coordinator; investigation of an incidence of academic fraud; Learning Management Systems software along with the new department portal on the website; and communications with the accountants regarding the annual audit.

Chairman Darby expressed appreciation for the Learning Management System software and the departments being able to access their information directly through the department portal of our website.

COMMITTEE REPORTS

FINANCE:

Committee Chairman Sparks made a committee motion to approve the August 2021 Financial Statement. Roll call vote was taken.

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

Motion carried unanimously.

Committee Chairman Sparks made a committee motion to renew the CD with West Alabama Bank & Trust for \$1.5 million, to move the remaining funds to the operational checking account, and to approve Commissioner Doss, Commissioner Toxey, Commissioner Darby, and Executive Director Russell to execute the necessary documents to be authorized signatories. Roll call vote was taken.

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

Motion carried unanimously.

Committee Chairman Sparks made a committee motion to approve Commissioner Darby, Commissioner Pilgreen, Commissioner Doss, and Executive Director Russell to be authorized signatories on the new checking account that replaced the prior account due to fraudulent activity and execute all necessary documents. Roll call vote was taken.

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

Motion carried unanimously.

Committee Chairman Sparks made a committee motion to approve the creation of the Chief Financial Officer position, approving the job description as presented in Tab E and reviewed in the Work Session. Roll call vote was taken.

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

Motion carried unanimously.

POLICY & PROCEDURES/BY-LAWS:

Committee Chairman Green stated there was no business to report.

EMS:

Committee Chairman Toxey stated there was no business to report.

OLD BUSINESS

Administrative Code Changes

Chapter 360-X-19 Certified Rescue Technician/Technical Rescue Personnel

Chairman Darby asked Executive Director Russell to update the Commission and give further details on the administrative code changes to Chapter 360-X-19 Certified Rescue Technician/Technical Rescue Personnel. Director Russell explained that the Commission had already formally approved the administrative code changes, however the changes were not submitted for adoption in a timely manner to the Legislative Services Agency. Russell asked for the Commission to approve the administrative code changes again to repeat the process of submission to the Legislative Services Agency. He stated that we still have approximately one year for implementation of the NFPA standards changes.

Chairman Darby stated that he would entertain a motion of adoption of the administrative code changes to Chapter 360-X-19 Certified Rescue Technician/Technical Rescue Personnel. Commissioner Sparks made the motion that was seconded by Commissioner Toxey. Roll call vote was taken.

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

Motion carried. Chairman Darby stated that a public hearing will be held at the next Quarterly Commission meeting on January 19, 2022.

Opelika RTC Evaluation

Chairman Darby requested details from Executive Director Russell regarding the evaluation of Opelika Fire Department as an RTC. Director Russell gave a brief history of Opelika Fire Department stating that many departments in the area are using their facilities to conduct recruit school training and they have a strong training consortium with those departments. Opelika has made recent improvements to their training facilities and there are no other regional training centers in region 7. Russell stated that Opelika Fire Department represents the quality of work and leadership that the Fire College expects. It is the recommendation of Executive Director Russell, Training Chief Arthur Willis, Rick Gregg, and Jason Jackson to approve Opelika Fire Department as the 21st Regional Training Center for the Fire College.

Chairman Darby stated that he would entertain a motion to approve Opelika Fire Department as a Regional Training Center and authorize Executive Director Russell to enter into contractual agreements with them. Commissioner Green made the motion that was seconded by Commissioner Doss. Roll call vote was taken.

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

Motion carried.

Chairman Darby spoke about the strength of the training consortium involving multiple departments along with Opelika Fire and he believes they will be a great Regional Training center for the Fire College.

NEW BUSINESS

Executive Director Russell formally asked Cece Hubbert to accept the new Chief Financial Officer position. She formally accepted.

BUSINESS FROM VISITORS

There was none.

BUSINESS FROM COMMISSION MEMBERS

There was none.

Chairman Darby announced the next Work Session will be January 18, 2022. The next Quarterly Commission meeting will be January 19, 2022.

Chairman Darby stated there would be a special called meeting within the next few weeks to discuss bids on the proposed prop storage building.

Commissioner Toxey made a motion to adjourn the meeting, and it was seconded by Commissioner Green. Without objection, the meeting was adjourned at 9:34 a.m.

Respectfully submitted,



David M. Russell
Executive Director



Lonnie Branson
Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS & EDUCATION COMMISSION

Special Called Commission Meeting November 30, 2021

The meeting was called to order by Chairman Joey Darby at 12:04 p.m. and was held at the Alabama Fire College in Tuscaloosa, Alabama. Proper prior notice of the meeting had been given under the Open Meetings Act.

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

VISITORS

David Thornburg, Arthur Willis, Diana Hewlett, Cece Hubbert, Ben Stewart, Jan Hayes, Meaghan Sparks, Tim Aho, Edmond Miller, Patrick Dunlap, Kim Davis, and Tracy McNair.

MINUTES

Chairman Darby stated the purpose of the meeting was to discuss bids received for the construction of the proposed prop storage building.

Executive Director Russell discussed several matters including the draft of the NIOSH report that was released for review by the Commissioners from the recruit fatality in Anniston; correspondence with Fire Chief Shane Boyd regarding the approval of Opelika as a regional training center; moving the Firefighter Memorial obelisk; West Alabama Bank CD and checking account signatories; sending out bids for resurfacing of parking lots; discussion of sending out bids for purchasing boats, motors, and trailers for the purpose of training; a request from Town Place Suites for a price increase; and resending bids for hotel accommodations in January 2022 for the firefighter recruits. An overview of the prop storage building project was given including the beginning discussions of prop storage only to the current plans of classroom space, workspace for Facilities and Logistics, and storage for AFC props.

Director Russell stated the bid opening took place on November 4, 2021, and the process was moderated by Edmond Miller of Aho Architects. The results were tabulated and given to the Commissioners for their review. An overview of the student count and revenue comparison was discussed. A financial summary was presented from the Chief Financial Officer, Cece Hubbert. Cece stated that a \$1,500,000.00 cost share had been requested from state appropriations. Chairman Darby gave an overview of the self-imposed reserve fund balance policy of twenty five percent of the overall operating budget.

The Commission discussed the scope of the prop storage building project and requested an estimated time of completion from Aho Architects. The time frame given was approximately four hundred to four hundred and sixty days depending on the availability of construction

materials. Chairman Darby explained that the project will be ongoing over two budget cycles. He further explained the low base bid was not the lowest total bid. The low base bid was taken along with the lowest add alternate one bid of \$473,000.00, the lowest add alternate two bid of \$464,000.00, and the lowest add alternate three bid of \$125,000.00. The overall total was \$4,070,572.00.

Tim Aho, President of Aho Architects stated that all four contractors submitting bids had been through a vetting process. Duncan and Thompson Construction Services, LLC provided the lowest base bid in the amount of \$3,008,572.00 and agreed to accept the lowest bid of each add alternate. This established the total bid amount of \$4,070,572.00. Tim Aho relayed their recommendation to proceed as outlined in the letter presented to the Commission and move forward with awarding the bid to Duncan and Thompson Construction Services, LLC.

Chairman Darby stated that he would entertain a motion to award the contract to Duncan and Thompson Construction Services, LLC.

Commissioner Sparks made a motion to award the contract to Duncan and Thompson Construction Services, LLC in the amount of \$4,070,572.00 with all three add alternates and allow Executive Director Russell to execute all necessary documentation. It was seconded by Commissioner Green. Roll call vote was taken.

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

Motion carried unanimously.

The next work session will be on January 18, 2022 at 12:30 p.m. The next quarterly commission meeting will be on January 19, 2022 at 9:00 a.m.

Commissioner Doss made a motion to adjourn the meeting and it was seconded by Commissioner Toxey.

Without objection, the meeting was adjourned at 12:49 p.m.

Respectfully submitted,



David M. Russell
Executive Director



Lonnie Branson
Secretary