

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS & EDUCATION COMMISSION

Commission Work Session Meeting January 17, 2023

The meeting was called to order by Commission Chair Gary Sparks at 12:38 p.m. and was held at the Alabama Fire College in Tuscaloosa, Alabama. Proper prior notice of the meeting has been given under the Open Meetings Act.

Roll call revealed the following members present: Josh Bryant, Billy Doss, Scott Pilgreen, Allan Rice, Gary Sparks, Derek Toxey, and Brandy Williams. (Attorney Mark Boardman) Quorum ascertained.

VISITORS

David Thornburg, Arthur Willis, Cece Hubbert, Kim Davis, Anna Porter, Alex Nabors, Chuck Parsons, Christ Horn, Adam Whatley, Chet Avery, Joe Thomas, Tracy McNair, Justin McKenzie, Tim Love, Pat Conn, Brett Ashworth, Anthony Gilmore, Steve Clevenger, Patrick Draper, Shane Stoudenmire, Mike Reid, Jon Lord, Jeff Russell, Zack Lee, Billy Ricketts, Michael Bartlett, Amy Bowden, Reid Vaughan, Marty Lee, and Hannah Spann.

MINUTES

Commission Chair Sparks reviewed the agenda items for the Quarterly Commission meeting on January 18, 2023. A public hearing is on the agenda for Administrative Code changes to 360-X-19-.10.01 Certified Technical Rescue Personnel: Watercraft Rescue Awareness Level, 360-X-19-.10.02 Certified Technical Rescue Personnel: Watercraft Rescue Operations Level, and 360-X-19-.10.03 Certified Technical Rescue Personnel: Watercraft Rescue Technician Level.

Mr. Marty Lee from Jackson Thornton Certified Public Accountants presented the 2022 audit report for Commission review. Lee commended the finance staff and stated there were no findings in the audit.

Training Section Chief Arthur Willis presented the training report to the Commission comparing classes from the 2022-2023 fiscal year to the 2021-2022 fiscal year. The report showed there was a decrease in the number of training classes offered through Career Tech and DOD. Direct Delivery, Off Campus, and EMS classes have increased. Field, Resident, and RTC classes have stayed the same but the reports show an increase in the number of students enrolled in each of these classes. Overall certifications issued to date have decreased by sixteen percent. Chief Willis relayed to the Commission that the CPAT equipment has been received with plans for a

practice run and test within the next few months. Updates were also given on all recruit school and bridge program schedules, EMS and Paramedic classes; the Critical Care Paramedic self-study course, self-study EMT classes, monthly EMS Challenge, and promotional testing. Director Russell commended Chief Willis for his work with promotional testing and stated it was a great benefit and service for the fire departments.

Administrative Section Chief David Thornburg gave updates on the delivery of a truck, audio visual upgrades in the auditorium, construction and completion dates of the prop building, and the upcoming Fire Chief's Conference scheduled in Hoover.

Director Russell commended Chief Thornburg for his work on the prop building and Diana Hewlett for her work on the Fire Chief's Conference.

Regional Section Chief Reid Vaughan gave updates on the Fire Explorer Weekend scheduled for February 24th through February 26th, Fire College Week in Ardmore scheduled for March 21st through March 26th, and the upcoming Electric Vehicle Awareness course.

Database Specialist Tracy McNair updated the Commission on the number of departments that have signed up for access to the department dashboard and are utilizing online registrations through the department portal of the website.

Director Russell explained that the Fire College is working on increasing volunteer fire department participation.

Executive Director Russell presented his report discussing several matters and updates pertaining to the Fire College including but not limited to, Alabama Firefighter Training Foundation and marketing the Firefighter HOT Weekend in Fairhope, AL; AFG grant; a clean state property audit; Volunteer Rescue Reimbursement Program; Draft of Policy for Usage of Mobile Burn Trailers/Props; MOU with the University of Alabama; Alberto "Butch" Zaragoza Auditorium Dedication ceremony; disciplinary action against a student; ongoing investigation of a student; IFSAC Site Visit scheduled for June; restriction of Tik Tok on AFC IT infrastructure; Certification Support Specialist position; and cost of repairs to the Mobile Drill Tower. Director Russell thanked the visitors in attendance for their love and support of Commissioner Zaragoza and the dedication of the auditorium in honor of his dedication to the fire service.

The Work Session was suspended at Commission Chair Sparks discretion, without objection.

FINANCE COMMITTEE

Finance Committee Chair Brandy Williams called the Finance Committee meeting to order. All commissioners were present. Chief Financial Officer, Cece Hubbert, presented the September and November 2022 Financial Statements.

Committee Chair Williams discussed several items with the Commission including the 2022 fiscal year-end audit report from Jackson-Thornton Certified Public Accountants, September 2022 Financial Statements, November 2022 Financial Statements, investments, credit card fees, Employee Retention Credit, and Certification Support Specialist position.

On motions properly made and seconded, the Finance Committee unanimously approved motions concerning each of these items to forward to the Quarterly Commission meeting. Chair Williams, seeing no further business and, without objection, adjourned the Finance Committee meeting.

POLICY AND PROCEDURES/BY LAWS COMMITTEE

Committee Chair Rice called the Policy and Procedures/By Laws Committee meeting to order. All commissioners were present. Chair Rice discussed policies and procedures that were being revised, consolidated, and updated. Chair Rice stated there were more revisions to be made and all updated policies and procedures will be presented during the April Commission meeting.

Chair Rice seeing no further business and, without objection, adjourned the Policies and Procedures/By Laws Committee meeting.

EMS COMMITTEE

The EMS Committee meeting was called to order by Committee Chair Toxey. All commissioners were present. Chair Toxey stated the ambulance has been ordered and commended Director Russell and staff for doing a great job.

Chair Toxey, seeing no further business and, without objection, adjourned the EMS Committee meeting.

FIREFIGHTER PROGRAMS

The Firefighter Programs Committee meeting was called to order by Commission Chair Sparks. All commissioners were present. Chair Sparks stated the Special Called Commission meeting held in Oxford on December 16, 2022 was a productive meeting. Discussion involved all aspects of firefighter training. Commissioner Rice presented proposed changes to the Administrative Code for Certified Fire Fighter and to the regulations and administrative procedures for Reciprocity. After much discussion, Chair Sparks made a motion to adopt the changes as outlined by Commissioner Rice. Sparks stated the proposed changes will be forwarded to the Quarterly Commission meeting for approval. If approved, the changes will go through the process of Administrative Code change submissions to the Alabama Legislative Services Agency.

There being no further business, Commission Chair Sparks adjourned the Firefighter Programs Committee meeting and returned to the Work Session without objection.

OLD BUSINESS

Commission Chair Sparks stated the next item on the agenda under Old Business was the Governmental Affairs Specialist and requested information from Executive Director Russell. Director Russell stated that staff had been tasked with drafting a Request for Proposal for the position. After receiving four Request for Proposals, a committee was formed that interviewed all four candidates. Director Russell stated the committee's decision was unanimous and made a recommendation to incur the services of Randy Hillman as the Governmental Affairs Specialist. No action was taken.

NEW BUSINESS

Commission Chair Sparks requested further information regarding the Administrative Code changes to Certified Fire Apparatus Operator: Mobile Water Supply. Director Russell stated the change consisted of a scrivener's error in wording from the past that was discovered and needs to be corrected.

Commission Chair Sparks stated the policy regarding the usage of our mobile props and training tower will be addressed in the April Commission meeting along with all other policy revisions and updates.

Attorney Mark Boardman discussed the Compliance with Open Records Act with the Commission.

Commission Chair Sparks requested further information regarding the hands-on training with the Alabama Firefighters Training Foundation and the Memorandum of Understanding with the University of Alabama. Executive Director Russell provided further details and requested an endorsement for the Fire College to assist with marketing the Firefighter Training. Russell also asked for ratification in the collaborative effort to gain data for the fire service with the University of Alabama. Commission Chair Sparks stated these items would be forwarded to the Quarterly Commission meeting and added under New Business.

Commission Chair Sparks, seeing no further business, adjourned the meeting at 5:16 pm without objection.

Respectfully submitted,



David M. Russell
Executive Director



Lonnie Branson
Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS & EDUCATION COMMISSION

Quarterly Commission Meeting January 18, 2023

The meeting was called to order by Commission Chair Gary Sparks at 9:01 am. 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.

Commissioner Bryant led the Pledge of Allegiance. Roll call revealed the following members present: Josh Bryant, Billy Doss, Scott Pilgreen, Allan Rice, Gary Sparks, Derek Toxey, and Brandy Williams. (Attorney Mark Boardman) Quorum was ascertained.

VISITORS

David Thornburg, Arthur Willis, Justin McKenzie, Kim Davis, Tracy McNair, Buddy Wilks, Jim St. John, Chuck Parsons, Mike Reid, Chris Horn, Nathan Smitherman, Tim Love, Pat Conn, Anthony Gilmore, Alex Nabors, Diana Hewlett, Cece Hubbert, Anna Porter, Dianna Dollar, Pat Hamilton, Rick Gregg, Lauren Smith, Jim Smith, Joey Darby, Ben Stewart, Kyle MaCoy, Shane Stoudenmire, Meaghan Jackson, Kimberly Rodriguez, Nick Davis, Donna Barrett, Ashley Owens, Nikki Bush, Seth Hudson, Joe Thomas, Terri Huddleston, James LeVert, Tiffany Lyons, Linda Putnam, Bella White, David Harer, Brett Ashworth, Justin Baker, Brad Cantrell, Dale Wyatt, Amy Bowden, Reid Vaughan, Patrick Dunlap, Hannah McCook, Eddie McCall, Richard Pugh, and Charlie Dixon.

AWARDS AND RECOGNITIONS

Executive Director Russell presented the Employee of the Quarter award to Donna Barrett and Amy Bowden.

Director Russell recognized Donna Barrett for her long-standing dedication to her job and continued efforts in keeping the facilities clean. Russell recognized Amy Bowden for her experience, independence, and commitment to the Alabama Fire College.

AGENDA APPROVALS

Chair Sparks reviewed the agenda and stated there would be two items added to New Business.

The changes include the marketing of the Alabama Firefighter Training Foundation and Memorandum of Understanding with the University of Alabama. Commissioner Toxey made a motion to approve the amended agenda as stated. Commissioner Rice seconded the motion.

Motion carried unanimously.

APPROVAL OF MINUTES

Commissioner Rice made a motion to approve the minutes from the Work Session on October 18, 2022. Commissioner Williams seconded the motion.

Motion carried unanimously.

Commissioner Doss made a motion to approve the minutes from the Quarterly Commission meeting on October 19, 2022. Commissioner Bryant seconded the motion.

Motion carried unanimously.

Commissioner Toxey made a motion to approve the minutes from the Special Called Commission meeting on December 16, 2022. Commissioner Williams seconded the motion.
Roll call vote was taken.

Josh Bryant – Yes
Billy Doss - Yes
Scott Pilgreen – Abstain
Allan Rice – Abstain
Gary Sparks – Yes
Derek Toxey – Yes
Brandy Williams – Yes

Motion carried.

ELECTION OF OFFICERS

Commissioner Toxey nominated Commissioner Pilgreen for Chairman. Commissioner Williams seconded the nomination.

Motion carried unanimously.

Commissioner Toxey nominated Commissioner Doss for Vice-Chairman. Commissioner Rice seconded the nomination.

Motion carried unanimously.

Commission Chair Sparks congratulated Commissioner Pilgreen and Commissioner Doss on their newly elected positions. Chair Sparks stated both Pilgreen and Doss will do a great job and look forward to their future leadership.

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-.10.01	Certified Technical Rescue Personnel: Watercraft Rescue Awareness Level
Chapter 360-X-19-.10-.02	Certified Technical Rescue Personnel: Watercraft Rescue Operations Level
Chapter 360-X-19-.10-.03	Certified Technical Rescue Personnel: Watercraft Rescue Technician Level

Commission Chair Sparks called the public hearing to order and opened the floor for comments regarding the proposed changes to the Administrative Code for Chapter 360-X-19-.10.01 Certified Technical Rescue Personnel: Watercraft Rescue Awareness Level, 360-X-19-.10.02 Certified Technical Rescue Personnel: Watercraft Rescue Operations Level, and 360-X-19-.10.03 Certified Technical Rescue Personnel: Watercraft Rescue Technician Level.

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, Chair Sparks declared the public hearing closed.

Commissioner Rice made a motion to adopt the Administrative Code changes to Chapter 360-X-19-.10.01 Certified Technical Rescue Personnel: Watercraft Rescue Awareness Level. Commissioner Toxey seconded the motion.

Motion carried unanimously.

Commissioner Doss made a motion to adopt the Administrative Code changes to Chapter 360-X-19-.10.02 Certified Technical Rescue Personnel: Watercraft Rescue Operations Level. Commissioner Pilgreen seconded the motion.

Motion carried unanimously.

Commissioner Williams made a motion to adopt the Administrative Code changes to

Chapter 360-X-19-.10.03 Certified Technical Rescue Personnel: Watercraft Rescue Technician Level. Commissioner Rice seconded the motion.

Motion carried unanimously.

Director's Report:

Section Chief Arthur Willis presented the Training Report for the first quarter of 2022-2023 compared to the first quarter of 2021-2022. Chief Willis reported that the number of training classes and students are leveling out. There was a decrease in Career Tech and DOD classes. Direct Delivery/Off Campus classes increased due to our partnership with HOT training with CAFCA in November. EMS student numbers have improved due to the large Paramedic classes. Field classes are about the same as the prior year. Campus classes and RTC classes are about the same, however the number of students per class has increased. Overall our classes and student numbers are close to where they were in 2021-2022 and the total number of certifications issued has decreased by sixteen percent. All CPAT Equipment has been received on campus and we are working on scheduling a practice run in March and test in April. An update on all ongoing and upcoming recruit schools was given. EMS classes showed an increase of 113 students at the beginning of 2023 because of the increase in Paramedic satellite locations, the implementation of the self-study course, and offering the Critical Care Paramedic course. Due to the success of the self-study EMT class, an assessment is being made about the feasibility of offering a self-study Advanced EMT course. Willis also updated the Commission on promotional testing provided by the Fire College to the Fire Departments.

Section Chief David Thornburg presented the Administration Report to the Commission. Chief Thornburg stated the installation of audio-visual equipment for the auditorium will begin on Monday, January 16th. Updates on the Fire Chief's Conference registrations and progress of the prop storage building were also given to the Commission. The projected date of certificate of occupancy has been moved to March 30, 2023.

Section Chief Reid Vaughan presented the Regional Report to the Commission. Chief Vaughan gave an update on the upcoming Fire Explorer Weekend scheduled for February 24th through the 26th, Fire College Weekend in Ardmore scheduled for March 21st through March 26th, and the Electric Vehicle Awareness class scheduled for January 24th.

Executive Director Russell discussed several matters and updates including but not limited to collaboration with the Alabama Firefighter Training Foundation; Volunteer Rescue Reimbursement Program; development of mobile prop usage policy; and the Memorandum of Understanding with the University of Alabama Kinesiology Department.

COMMITTEE REPORTS

FINANCE

Committee Chair Williams made a committee motion to accept the 2022 Audit as presented by Jackson Thornton Certified Public Accountants with no findings.

Motion carried unanimously.

Committee Chair Williams made a committee motion to accept the September 2022 Financial Statements as presented.

Motion carried unanimously.

Committee Chair Williams made a committee motion to accept the November 2022 Financial Statements as presented.

Motion carried unanimously.

Committee Chair Williams made a committee motion authorizing the Executive Director to assess or discount credit card fees for multi-person non-State of Alabama Government agencies.

WHEREAS, credit card fees for multi-person non-State of Alabama Government agencies registrations can be significant, and

WHEREAS, as purely a business consideration, it may be in the Fire College's best interests to assess or discount said credit card fees.

NOW THEREFORE, be it resolved that the Executive Director is authorized to assess or discount said credit card fees under said circumstances.

Motion carried unanimously.

Committee Chair Williams made a committee motion to authorize the Executive Director to execute all documents for the Employee Retention Credit.

Motion passed unanimously.

Committee Chair Williams made a committee motion to authorize filling the Certification Support Specialist position when adequate funding is available in the current budget year.

Motion carried unanimously.

POLICY & PROCEDURES/BY-LAWS

Committee Chair Rice expressed his appreciation to Amy Bowden, Cece Hubbert, Executive Director Matt Russell, and Attorney Mark Boardman for the work involved in the revision and updates of policies. Rice stated that a review of the policies should take place annually. The updated versions of all policies will be compiled and presented at the April Commission meeting.

EMS

Committee Chair Toxey announced there was no business to discuss.

FIREFIGHTER PROGRAMS

Commission Chair Sparks stated there has been a lot of discussions involving firefighter training. Commissioner Rice proposed Administrative Code changes during the Work Session for 360-X-2-.02 Certified Fire Fighter and 360-X-1-.01-3 Reciprocity.

Commissioner Toxey made a motion to postpone proposed Administrative Code changes to 360-X-2-.02 Certified Fire Fighter until the Commission meetings in April 2023. Commissioner Pilgreen seconded the motion.

Motion carried unanimously.

After further discussion, Commissioner Rice made a motion to postpone proposed Administrative Code changes to 360-X-1-.01-3 Reciprocity. Commissioner Toxey seconded the motion.

Motion carried unanimously.

Commissioner Rice stated the process of reviewing firefighter training by the staff and Commission has been outstanding and expressed his appreciation for all those involved in the discussions.

OLD BUSINESS

Commission Chair Sparks asked Executive Director Russell to provide further information regarding the Governmental Affairs Specialist Request for Proposals that the Commission requested. Director Russell stated that the Commission tasked the Fire College staff to interview Governmental Affairs Specialists. A committee was formed that included Director Russell, Amy Bowden, Cece Hubbert, and Reid Vaughan. All four candidates that submitted an RFP were interviewed. On behalf of the committee, Director Russell made a recommendation to the Commission to employ the services of Randy Hillman as the Governmental Affairs Specialist based on the interviews conducted.

Commissioner Bryant made a motion to continue with Beth Chapman in the position that was seconded by Commissioner Rice. After discussion with the Commission, Attorney Mark Boardman stated that due to the current contract with Ms. Chapman, no motions were needed. Commissioner Bryant and Commissioner Rice withdrew their motions.

NEW BUSINESS

Commission Chair Sparks stated there were several items under New Business. The first item for New Business is Administrative Code Changes to 360-X-7-.05 Certified Fire Apparatus Operator: Mobile Water Supply. Commissioner Bryant made a motion to approve the process for the proposed changes. Commissioner Toxey seconded the motion.

Motion carried unanimously.

Mobile Prop Usage Policy will be postponed along with all other policies until the April Commission meeting.

Commission Chair Sparks stated the Open Records Act has been addressed by Attorney Mark Boardman and Executive Director Matt Russell. It is a procedure that Executive Director Russell and the Fire College will follow.

Commissioner Toxey made a motion to approve assistance in marketing the training of the Alabama Firefighters Training Foundation. The motion was seconded by Commissioner Rice.

WHEREAS, the Alabama Firefighters Training Foundation, a 501 (c)(3) charitable non-profit organization, provides valuable training to both career and volunteer firefighters,

and WHEREAS from 2019 to the present, the Alabama Firefighters Training Foundation has trained 359 students from Alabama,

NOW THEREFORE BE IT RESOLVED by the Commission that the Commission participates in marketing in Alabama, the Alabama Firefighters Training Foundation for training career and volunteer firefighters in conjunction with the Fairhope Fire Department for the event scheduled for March 25-26, 2023 and other planned events in Decatur and Mobile, including night training drills.

Motion carried unanimously.

Commissioner Pilgreen made a motion to approve and ratify the Memorandum of Understanding with the University of Alabama. Commissioner Doss seconded the motion.

WHEREAS, the University of Alabama and the Alabama Fire College need a framework for cooperative programs and

WHEREAS, the University of Alabama and the Alabama Fire College facilitate academic exchange, develop academic and scientific relationships, and support collaborative research activities,

NOW THEREFORE BE IT RESOLVED that the Executive Director is authorized to sign a Memorandum of Understanding with the University of Alabama and the Commission ratifies past action regarding the University of Alabama Memorandum of Understanding.

Motion carried unanimously.

BUSINESS FROM VISITORS

Charlie Dixon addressed the Commission.

BUSINESS FROM COMMISSION MEMBERS

Commissioner Pilgreen expressed appreciation to the Commission for their vote of confidence in electing him as Commission Chairman for the upcoming year.

Commissioner Rice requested the possibility of live streaming the Commission meetings. Executive Director Russell stated he would have staff research the matter and provide further information to the Commission at a later date.

Commission Chair Sparks expressed his appreciation to the Commission for electing him to serve as the Commission Chairman for the previous year.

Executive Director Russell thanked the Commission for their support and thanked the Peer Support group for providing assistance in Prattville after the recent tornadoes.

Commission Chair Sparks stated the next Work Session will be April 18, 2023. The next Quarterly Commission meeting will be April 19, 2023.

Commissioner Toxey made a motion to adjourn the meeting that was properly seconded by Commissioner Pilgreen. Without objection, the meeting was adjourned at 10:10 am.

Respectfully submitted,



David M. Russell
Executive Director



Lonnie Branson
Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS & EDUCATION COMMISSION

Commission Work Session Meeting April 18, 2023

The meeting was called to order by Commission Chair Scott Pilgreen at 12:35 p.m. and was held at the Alabama Fire College in Tuscaloosa, Alabama. Proper prior notice of the meeting was given under the Open Meetings Act.

Roll call revealed the following members present: Josh Bryant, Billy Doss, Scott Pilgreen, Allan Rice, Gary Sparks, Derek Toxey, and Brandy Williams. (Attorney Mark Boardman) Quorum ascertained.

VISITORS

Arthur Willis, Amy Bowden, David Thornburg, Anna Porter, Cece Hubbert, Kim Davis, Mike Hill, Jon Lord, Brett Ashworth, Lyle Baker, Tim Love, Chuck Parsons, Mike Reid, Buddy Wilks, Nathan Smitherman, Pat Conn, Justin Loux, Todd Kirkland, Chase Smith, Adam Watley, Brad Cantrell, Tracy McNair, Beau Gunter, Joe Thomas, Brody Cooper, Reid Vaughan, and Patrick Dunlap.

MINUTES

Lt. Jeff Judd with the Tuscaloosa County Sheriff's Office presented a proposal to the Commission for a Ride Along Program. This program would allow Paramedic students from the Alabama Fire College to participate in rotations with the Tuscaloosa County Sheriff's Office for emergency medical care throughout the county.

Commission Chair Pilgreen reviewed the agenda items for the Quarterly Commission meeting on April 19, 2023.

Training Section Chief Arthur Willis presented the training reports to the Commission comparing classes from the first and second quarters of the 2022-2023 fiscal year to the first and second quarters of the 2021-2022 fiscal year. The number of training classes offered through Career Tech and DOD classes remained low for the second quarter. Direct Delivery/Off Campus classes are about the same as the previous year. EMS attendees have increased due to the large Paramedic classes. Field classes are holding steady but the number of attendees per class has increased. Campus and RTC classes have stayed the same but the reports show the number of students enrolled in each class has increased. Overall classes and student numbers are close to the previous year. Certifications issued to date have decreased by ten percent but are trending to match or exceed the total for the previous year. Chief Willis gave an overview of all ongoing

departmental delivery recruit schools, recruit school graduations, and upcoming bridge programs. Updates were also given on all EMS and Paramedic classes; the Critical Care Paramedic self-study course, self-study EMT classes, monthly EMS Challenge, and promotional testing.

Administrative Section Chief David Thornburg gave updates on curriculum development for the upcoming Peer Support training; NFPA revisions to 1006 Technical Rescue Personnel and 1033 Fire Investigator; proposed completion dates of the prop building; planning a Grand Opening ceremony for the prop building; and upgrades to AFC property signs.

Regional Section Chief Reid Vaughan gave updates on the preventive maintenance to the AFC props used in the field; the upcoming Electric Vehicle Awareness class; webinar series on the AFC Dashboard; Alabama Public Safety Leadership Academy training; Volunteer weekend programs offered on the AFC campus; and the success of Fire College Week/Weekend in Ardmore.

Executive Director Russell presented his report discussing several matters and updates pertaining to the Fire College including but not limited to, Peer Support counseling at Dadeville; two-hour Peer Support Awareness Program; Tuscaloosa Fire Affiliation Agreement for CPAT; Legislation regarding the Volunteer Rescue Squad Tuition Reimbursement Act; discussion regarding expiration of certifications; and the limited amount of available office space due to the growth of the Fire College.

Without objection, the Work Session was suspended at Commission Chair Pilgreen' s discretion.

FINANCE COMMITTEE

Finance Committee Chair Brandy Williams called the Finance Committee meeting to order. All commissioners were present. Chief Financial Officer, Cece Hubbert, presented the February 28, 2023 Financial Statements.

Committee Chair Williams discussed several items with the Commission including the February 28, 2023 Financial Statements, surplus and disposal of the 2006 Crossroads travel trailer, bids for janitorial services, and the proposed purchase of a covered structure to be utilized during training exercises on AFC property. No bids were received for the covered structure. On motions properly made and seconded, the Finance Committee unanimously approved motions concerning each of these items to forward to the Quarterly Commission meeting.

Chair Williams, seeing no further business and, without objection, adjourned the Finance Committee meeting.

POLICY AND PROCEDURES/BY LAWS COMMITTEE

Committee Chair Rice called the Policy and Procedures/By Laws Committee meeting to order. All commissioners were present. Chair Rice discussed the new and newly revised policies and procedures that were presented to the Commission. On a motion properly made and seconded, the Policy and Procedures/By Laws Committee unanimously approved a motion to forward these items to the Quarterly Commission meeting.

Chair Rice seeing no further business and, without objection, adjourned the Policies and Procedures/By Laws Committee meeting.

EMS COMMITTEE

The EMS Committee meeting was called to order by Committee Chair Toxey. All commissioners were present. Chair Toxey discussed a proposal for an affiliation agreement with the Tuscaloosa County Sheriff's Office for Alabama Fire College Paramedic students to participate in rotations with the Sheriff's office. On a motion properly made and seconded, the EMS Committee approved the proposed affiliation agreement with TCSO to be forwarded to the Quarterly Commission meeting.

Chair Toxey, seeing no further business and, without objection, adjourned the EMS Committee meeting.

NEW BUSINESS

Commission Chair Pilgreen changed the agenda to allow New Business to be addressed before the Firefighter Programs Committee meeting. Chair Pilgreen requested further information regarding the Administrative Code changes to 360-X-5-.01 Certified Fire Investigator. Executive Director Russell stated it is due to an NFPA standard change. The title of Certified Fire Investigator II will need to be changed to Certified Advanced Fire Investigator. On a motion properly made and seconded, the Commission approved to forward the proposed Administrative Code changes for 360-X-5-.01 Certified Fire Investigator to the Quarterly Commission meeting.

FIREFIGHTER PROGRAMS

The Firefighter Programs Committee meeting was called to order by Chair Sparks. All commissioners were present.

Commission Chair Pilgreen expressed appreciation to all Commissioners for their input and hard work over the past year and opened the floor for discussions. Commissioner Williams stated there have been many discussions over the last few months regarding reciprocity, hours for recruit school, bridge programs, and volunteer 160 programs, as well as equivalency throughout

all areas of training. After much discussion, a motion was properly made and seconded to increase recruit school hours from 360 to 400 and the bridge program hours from 200 to 240. Roll call vote was taken.

Josh Bryant – No
Billy Doss - Yes
Scott Pilgreen – Yes
Allan Rice – No
Gary Sparks – Yes
Derek Toxey – Yes
Brandy Williams – Yes

The motion was approved to forward the proposal for increasing training hours to the Quarterly Commission meeting.

Further discussion involved the third revision of 360-X-1-.01 General Regulations and Administrative Procedures: Reciprocity and 360-X-2-.02 Certified Fire Fighter presented by Commissioner Rice. A motion was properly made and seconded to adopt the revisions as amended. Roll call vote was taken.

Josh Bryant – Yes
Billy Doss - Yes
Scott Pilgreen – Yes
Allan Rice – Yes
Gary Sparks – Yes
Derek Toxey – Yes
Brandy Williams – Yes

The motion was approved to forward the proposed revisions to the Quarterly Commission meeting.

Recruit school policies and procedures were also discussed. Chair Sparks presented a proposal allowing any department to teach a Fire Fighter I and II program or Fire Fighter I and II Bridge program if they meet the following criteria: have a signed contract with AFC to teach recruit schools or bridge, facilities must be inspected and approved by AFC requirements, and all instructors must meet the requirements of AFC. On a motion properly made and seconded, the Firefighter Program Committee approved the proposal to forward to the Quarterly Commission meeting.

Executive Director Russell expressed concern about the proposed changes, the resulting administration of the changes, and the ability for the Fire College to provide consistency in application.

Chair Sparks also made a recommendation for the Commission to consider changing the training schedule for Fire Fighter I and II as well as the Bridge program to allow a break during SCBA week.

The Commission discussed adoption of curriculum and teaching outlines for Fire Fighter I and II and the Bridge program.

There being no further business, Chair Sparks adjourned the Firefighter Programs Committee meeting and returned to the Work Session without objection.

Commission Chair Pilgreen, seeing no further business, adjourned the meeting at 4:10 pm without objection.

Respectfully submitted,

A handwritten signature in blue ink that reads "David M. Russell". The signature is written in a cursive, flowing style.

David M. Russell
Executive Director

A handwritten signature in blue ink that reads "Lonnie Branson". The signature is written in a cursive, flowing style.

Lonnie Branson
Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS & EDUCATION COMMISSION

Quarterly Commission Meeting April 19, 2023

The meeting was called to order by Commission Chair Scott Pilgreen at 9:00 am and was held at the Alabama Fire College in Tuscaloosa, Alabama. Proper prior notice of the meeting was given under the Open Meetings Act.

Commissioner Bryant led the Pledge of Allegiance. Roll call revealed the following members present: Josh Bryant, Billy Doss, Scott Pilgreen, Allan Rice, Gary Sparks, Derek Toxey, and Brandy Williams. (Attorney Mark Boardman) Quorum was ascertained.

VISITORS

Amy Bowden, Reid Vaughan, Rick Gregg, David Thornburg, Arthur Willis, Hannah McCook, Chris Horn, Ted Kraye, Brandon Jones, Diana Hewlett, Brady Cooper-Gardendale, Jim Smith, Joe Thomas, Cece Hubbert, Stacey Tingle, Meaghen Sparks, Kiristen Baker, Nikki Bush, Tiffany Lyons, Bella White, Linda Putnam, Terri Huddleston, Damien Davis, Lori Howes. Eddie McCall, Brad Cantrell, James LeVert, Bailey Price, Adam Watley, Ray Grantham, Chase Smith, Jan Hayes, Ben Stewart, Meaghan Jackson, Kimberly Rodriguez, Kim Davis, Nick Davis, Tracy McNair, Anna Porter, Darryl Ranges, Dianna Dollar, Pat Hamilton, Jonathan Ledbetter, Jeff Ivey, Pat Conn, Richard Pugh, Charlie Dixon, Todd Kirkland, and Gene Coleman.

AWARDS AND RECOGNITIONS

Executive Director Russell presented the Employee of the Quarter award to Ted Kraye and Jonathan Ledbetter.

Director Russell recognized Ted Kraye for his leadership and commitment to the training given through Workplace Safety. Russell stated that Ted has done an outstanding job managing the HMEP and NIEHS grants and expressed appreciation for his dedication.

Jonathan Ledbetter was recognized for his commitment to the Alabama Fire College and the Smoke Alarm Program. Russell stated that Jonathan is dedicated to promoting fire safety throughout the state of Alabama and has distributed over 7500 smoke alarms in 2022.

AGENDA APPROVALS

Commission Chair Pilgreen reviewed the agenda. Commissioner Sparks made a motion to approve the agenda as presented. Commissioner Toxey seconded the motion.

Motion carried unanimously.

APPROVAL OF MINUTES

Commissioner Doss made a motion to approve the minutes from the Work Session on January 17, 2023 and Quarterly Commission meeting on January 18, 2023. Commissioner Rice seconded the motion.

Motion carried unanimously.

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-7-.05

Certified Fire Apparatus Operator:
Mobile Water Supply

Commission Chair Pilgreen called the public hearing to order and opened the floor for comments regarding the proposed changes to the Administrative Code for Chapter 360-X-7-.05 Certified Fire Apparatus Operator: Mobile Water Supply.

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, Commission Chair Pilgreen declared the public hearing closed.

Commissioner Sparks made a motion to adopt the Administrative Code changes to Chapter 360-X-7-.05 Certified Fire Apparatus Operator: Mobile Water Supply. Commissioner Toxey seconded the motion.

Motion carried unanimously.

Director's Report:

Training Section Chief Arthur Willis presented the training report to the Commission comparing classes from the first and second quarters of the 2022-2023 fiscal year to the first and second quarters of the 2021-2022 fiscal year. The training report showed the number of training classes offered through Career Tech and DOD remained low for the second quarter. Direct Delivery/Off Campus classes, Field classes, and Campus and RTC classes were about the same as the previous year. However, student enrollment increased in each class. EMS attendees increased with a large Paramedic class. Overall, the classes and student numbers are close to the previous year. Certifications issued to date decreased by ten percent but are trending to match or exceed the total for last year. Chief Willis gave an overview of all ongoing departmental delivery recruit schools, recruit school graduations, and upcoming bridge programs. Updates were also given on all EMS and Paramedic classes; the Critical Care Paramedic self-study course, self-study EMT classes, monthly EMS Challenge, and promotional testing.

Commissioner Rice inquired about EMS and future field classes due to the growing demand for Paramedics.

Administrative Section Chief David Thornburg presented the Administration Report to the Commission. Chief Thornburg stated the pilot program for Peer Support training is set for May 8th and May 9th on campus. The Fire College is working with Dr. Kerry Ramella to finalize the development of the curriculum. Thornburg updated the Commission on NFPA revisions to 1006 and 1033, prop building progression with a proposed Grand Opening ceremony at the July Quarterly Commission meeting, and updated outdoor property signs on Fire College Drive.

Regional Section Chief Reid Vaughan presented the Regional Report to the Commission. Chief Vaughan gave an update on props in the field and their maintenance rotation schedule; weekend classes offered on campus to Volunteers; upcoming Vehicle Awareness class; and the substantial drop in Career Tech programs.

Executive Director Russell discussed several matters and updates including but not limited to Peer Support counseling given during the recent events in Prattville, Huntsville, and Dadeville; partnership with the Tuscaloosa County Sheriff's Office to enable EMS student rotations; and joint Memorandum of Understanding with Tuscaloosa Fire for conducting CPAT's on the AFC campus.

Commissioner Sparks made a motion to give Executive Director Russell the authority to execute all documents pertaining to a Memorandum of Understanding agreement with Tuscaloosa Fire to conduct CPAT on the Alabama Fire College Campus. The motion was seconded by Commissioner Toxey. Commissioner Rice inquired about maintenance costs of the equipment. Director Russell stated no agreement had been made yet.

Motion carried unanimously.

COMMITTEE REPORTS

FINANCE

Committee Chair Williams made a committee motion to approve the February 28, 2023 Financial Statements as presented.

Motion carried unanimously.

Committee Chair Williams made a committee motion to approve as surplus and the disposal of the 2006 Crossroads Travel Trailer Serial: 4VOTC30226B007624.

Motion carried unanimously.

Committee Chair Williams made a committee motion to award the bid for janitorial services to System 4 Facility Services Management and authorize the Executive Director to move funds from the Salary and Wage line item to Other Contractual line item as needed for janitorial services.

Motion carried unanimously.

Committee Chair Williams made a committee motion to authorize the Executive Director to proceed with the purchase of a covered structure for up to \$75,000.00, with a 25% variance of available funds. No bids were received for the structure.

Motion carried unanimously.

POLICY & PROCEDURES/BY-LAWS

Committee Chair Rice expressed his appreciation to Executive Director Russell, Amy Bowden, Cece Hubbert, Commissioner Sparks and Attorney Mark Boardman for working on the revisions and updates to the policies and procedures. Rice stated the policies and procedures should be reviewed annually. Chair Rice made a committee motion to adopt the new and newly revised policies and procedures as presented.

Motion carried unanimously.

EMS

Committee Chair Toxey made a committee motion to enter into an affiliation agreement with the Tuscaloosa County Sheriff's Office as presented and authorize the Executive Director to execute the necessary documents.

Motion carried unanimously.

FIREFIGHTER PROGRAMS

Committee Chair Sparks made a committee motion to raise the hours of training from 360 to 400 for recruit schools and from 200 to 240 for the bridge program.

Roll call vote was taken.

Josh Bryant – No
Billy Doss - Yes
Scott Pilgreen - Yes
Allan Rice – No
Gary Sparks – Yes
Derek Toxey - Yes
Brandy Williams – Yes

Motion carried.

Committee Chair Sparks made a committee motion to move forward with the process of Administrative Code changes to 360-X-2-.02 Certified Career Fire Fighter as presented.

Roll call vote was taken.

Josh Bryant – Yes
Billy Doss - Yes
Scott Pilgreen - Yes
Allan Rice – Yes
Gary Sparks – Yes
Derek Toxey - Yes
Brandy Williams – Yes

Motion carried unanimously.

Committee Chair Sparks made a committee motion to move forward with the process of Administrative Code changes to 360-X-1-.01 General Regulations and Administrative Procedures as presented.

Roll call vote was taken.

Josh Bryant – Yes
Billy Doss - Yes
Scott Pilgreen - Yes
Allan Rice – Yes
Gary Sparks – Yes
Derek Toxey - Yes
Brandy Williams – Yes

Motion carried unanimously.

Committee Chair Sparks made a committee motion to change procedures to state that any department can teach Fire Fighter I/II or a Fire Fighter I/II Bridge Program if they meet the following:

1. Signed contract with AFC to teach recruit schools.
2. Facilities must be inspected and approved by the Alabama Fire College.
3. All instructors must meet the requirements of the Alabama Fire College.

Roll call vote was taken.

Josh Bryant – Yes
Billy Doss - Yes
Scott Pilgreen - Yes
Allan Rice – Yes
Gary Sparks – Yes
Derek Toxey - Yes
Brandy Williams – Yes

Motion carried unanimously.

NEW BUSINESS

Commissioner Rice made a motion to approve the process of Administrative Code changes to 360-X-5-.01 Certified Fire Investigator. The motion was seconded by Commissioner Bryant.

Motion carried unanimously.

BUSINESS FROM VISITORS

Darryl Ranges addressed the Commission.

BUSINESS FROM COMMISSION MEMBERS

Commissioner Sparks stated it was an honor to serve on the Personnel Standards and Education Commission over the last eight years. Sparks expressed how thankful he was for the faith that was placed in him, and hoped he was leaving the fire service in a better state. Sparks expressed his appreciation for working with the current and former Commissioners, Attorney Mark Boardman, and the Alabama Fire College staff. Commissioner Sparks stated he hoped that a continued effort would be made for the Alabama Fire College to become the premiere Fire College in the world.

Commissioner Rice recognized Commissioner Sparks for being an outstanding Commissioner to work for and with and expressed appreciation for Commissioner Sparks serving from his heart. Rice discussed having input in the budget process, continuing the conversation regarding a Facilities Committee, and Commission approval of teaching outlines. Commissioner Rice thanked the staff and fellow Commissioners for the work involved on the Firefighter Program issues which enabled the Commission to make a decision that will improve the fire service.

Commission Chair Pilgreen thanked the staff, seven Commissioners, and especially Commissioner Sparks for his leadership. Chair Pilgreen stated without the leadership from Commissioner Sparks as the Chair of the Firefighter Programs Committee, the Commission likely would not have come to a compromise. Pilgreen stated the fire service owes a debt of gratitude to Commissioner Sparks for his work on the Firefighter Program training issues.

Commission Chair Pilgreen stated the next Work Session will be July 18, 2023. The next Quarterly Commission meeting will be July 19, 2023. Chair Pilgreen called for the meeting to be adjourned. Without objection, the meeting was adjourned at 10:08 am.

Respectfully submitted,



David M. Russell
Executive Director



Lonnie Branson
Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS & EDUCATION COMMISSION

Commission Work Session Meeting July 18, 2023

The meeting was called to order by Commission Chair Scott Pilgreen at 12:38 p.m. and was held at the Alabama Fire College in Tuscaloosa, Alabama. Proper prior notice of the meeting was given under the Open Meetings Act.

Roll call revealed the following members present: Josh Bryant, Billy Doss, Scott Pilgreen, Allan Rice, Derrick Swanson, Derek Toxey, and Brandy Williams. (Attorney Mark Boardman)
Quorum ascertained.

Commission Chair Pilgreen welcomed the newly appointed Commissioner Derrick Swanson to the Commission and stated he would be sworn into office at the Quarterly Commission meeting.

VISITORS

Arthur Willis, David Thornburg, Skip Kittrell, Kim Davis, Tracy McNair, Chuck Parsons, Amy Bowden, Cece Hubbert, Anna Porter, Josh McDaniel, Justin McKenzie, Richard Harvey, Patrick Dunlap, Tim Love, Buddy Wilks, Adam Watley, Jon Lord, David Hambright, Joe Lee, and Jeff Russell.

MINUTES

Commission Chair Pilgreen reviewed the agenda items for the Quarterly Commission meeting on July 19, 2023.

Training Section Chief Arthur Willis presented the training reports to the Commission comparing classes for the first three quarters of the 2022-2023 fiscal year to the first three quarters of the 2021-2022 fiscal year. An overview was given of all training classes offered through Career Tech, DOD, Direct Delivery, Field, EMS, Campus, and RTC. Overall, classes and student numbers have increased from the prior year. Chief Willis gave updates on all ongoing departmental delivery recruit schools, recruit school graduations, upcoming recruit schools, bridge programs, EMS and Paramedic classes, the Critical Care Paramedic self-study course, monthly EMS Challenge, and promotional testing.

Administrative Section Chief David Thornburg gave updates on the kitchen renovation in the main building, upgrades to the Fire College property signs, progress of the prop building, and the possibility of an Open House ceremony in the near future.

Regional Section Chief Reid Vaughan gave updates on the AFG Grant and researching driving simulators and pump simulators. Vaughan also gave updates on the changes made in registering for online classes with NFA.

Executive Director Russell presented his report discussing several matters and updates pertaining to the Fire College including but not limited to, IFSAC Site Visit and reaccreditation to 68 levels; AFG Grant to purchase driving simulators and pump simulators; request for Fire College assistance with a burn trailer for the Northwest Florida Volunteer Firefighter Weekend; request to purchase an aerial apparatus; marketing of the Firefighter Challenge in September at the Hoover Met; EMS Director Bailey Price selected for CoAEMSP Program Directors Focus Group; Fire College perimeter road resurfacing; update on filing for Employee Retention Credits during COVID; research related to felony convictions; attendance at the 2023 Congressional Fire Services Institute in May; 2023 Professional Firefighters Association Conference in May; Blount County/EMS Association Junior Fire Academy at Southeastern School; Emergency Management Association Conference in June; Paramedic National Registry prep course with Jon Puryear; economic impact study with the University of Alabama College of Business; a facilities study to determine the efficiency of office space; request from Chief Tim Love to address the Commission during the public hearing regarding Administrative Code changes; and tuition costs for recruit school and bridge programs.

Without objection, the Work Session was suspended at Commission Chair Pilgreen's discretion, to convene the Finance Committee meeting.

FINANCE COMMITTEE

Finance Committee Chair Brandy Williams called the Finance Committee meeting to order. All commissioners were present. Chief Financial Officer, Cece Hubbert, presented the May 31, 2023 Financial Statements.

Committee Chair Williams discussed several items with the Commission including the May 2023 Financial Statements, proposed FY 2024 Budget, appropriations for Peer Support training, appropriations for Electric Vehicle training, bid for application of graphics and painting of the AFC props, the purchase or lease of a state vehicle for the Executive Director, interfund transfer in the current year related to insurance costs, request to send a burn trailer to participate in the Northwest Florida Volunteer Firefighter Weekend, proposed purchase of an aerial apparatus for training, resurfacing of all roads surrounding the Fire College property, and the proposal to proceed with the purchase of a covered structure to be utilized during training exercises on AFC property. No bids were received for the covered structure. On motions properly made and seconded, the Finance Committee unanimously approved motions concerning each of these items to forward to the Quarterly Commission meeting.

Chair Williams, seeing no further business and, without objection, adjourned the Finance Committee meeting.

POLICY AND PROCEDURES/BY LAWS COMMITTEE

Committee Chair Rice stated there was no business for the Policy and Procedures/By Laws Committee meeting. Director Russell conveyed to the Commission that Amy Bowden, Human Resource Officer, is in the process of posting the approved policies and procedures to an online format for employee accessibility.

EMS COMMITTEE

Committee Chair Toxey gave an update on the ambulance for EMS. Chair Toxey commended Bailey Price for the honor of being selected to the CoAEMSP Program Directors Focus Group and praised the EMS staff for all they have accomplished. There was no business for the EMS Committee to discuss.

FIREFIGHTER PROGRAMS

Commission Chair Pilgreen stated a public hearing will be held at the Quarterly Commission meeting for the proposed Administrative Code changes to Chapter 360-X-1-.01 General Regulations and Administrative Procedures, Chapter 360-X-2-.02 Certified Career Fire Fighter, and Chapter 360-X-5-.02 Certified Advanced Fire Investigator.

FACILITIES COMMITTEE

Commission Chair Pilgreen stated that Commissioner Doss, Commissioner Toxey, and Commissioner Bryant would be heading the new Facilities Committee and working with the Executive Director to determine office space needs. There was no business for the Facilities Committee.

There being no further business, Commission Chair Pilgreen adjourned the Committee meetings and returned to the Work Session without objection.

BUSINESS FROM COMMISSION MEMBERS

Commissioner Rice requested that Cece Hubbert provide the Commission an email of the amount of funds presumed to be transferred into reserves from the current budget year. Rice also inquired about housing instructors onsite in the AFC instructor rooms and suggested pushing the instructors into the main lodging contract to provide available office space. Director Russell stated that he would review the use of instructor rooms and how it impacts the Fire College and availability of office space.

Commissioner Rice proposed implementing a process whereby the Executive Director could be incentivized for accomplishing certain strategic goals. These goals would be outlined by the Commission and therefore be compensated for achieving the goals with excellence. Commission Chair Pilgreen stated the Commission needs time to review the proposal and possibly form a group for further discussions. A request was made for Attorney Mark Boardman to review legislation of the Alabama Community College Systems processes as well as our own organizational procedures to determine what can be done in regard to increased compensation for the Executive Director

Commissioner Doss will present the Performance Appraisal evaluations for the Executive Director to the Commission at the Quarterly Commission meeting.

Commission Chair Pilgreen, seeing no further business, adjourned the meeting at 3:30 pm without objection.

Respectfully submitted,



David M. Russell
Executive Director



Lonnie Branson
Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS & EDUCATION COMMISSION

Quarterly Commission Meeting July 19, 2023

The meeting was called to order by Commission Chair Scott Pilgreen at 9:00 am and was held at the Alabama Fire College in Tuscaloosa, Alabama. Proper prior notice of the meeting was given under the Open Meetings Act.

Commissioner Bryant led the Pledge of Allegiance. Roll call revealed the following members present: Josh Bryant, Billy Doss, Scott Pilgreen, Allan Rice, Derrick Swanson, Derek Toxey, and Brandy Williams. (Attorney Mark Boardman) Quorum was ascertained.

Chair Pilgreen requested Attorney Mark Boardman administer an Oath of Office to newly appointed Commissioner Derrick Swanson.

VISITORS

Arthur Willis, Amy Bowden, David Thornburg, Tim Love, Pat Conn, Chuck Parsons, Daryl Fox, Gary Sparks, Rick Gregg, James Smith, Lauren Smith, Cece Hubbert, Patrick Dunlap, Diana Hewlett, Kimberly Rodriguez, Meaghan Jackson, Anna Porter, Kim Davis, Chris Mullins, Ashley Owens, Kiristen Baker, Terri Huddleston, Nikki Bush, Tracy McNair, Tiffany Lyons, Bella White, Mark Delk, Ray Grantham, James LeVert, Cindy LeVert, Roger Dale Wyatt, Seth Hudson, Damien Davis, Ben Caffee, and Stentsen Ellenburg.

AWARDS AND RECOGNITIONS

Executive Director Russell presented a plaque to James LeVert for his 35 years of service. Director Russell expressed appreciation to James for his dedication to the organization and positive impact on the fire service. James addressed the Commission and stated it had been a privilege and honor to work for the Alabama Fire College.

Executive Director Russell presented the Employee of the Quarter award to Anna Porter for her dedication to her job and expressed appreciation for all her efforts in the Finance Department.

AGENDA APPROVALS

Commission Chair Pilgreen reviewed the agenda. Commissioner Toxey made a motion to approve the agenda as presented. Commissioner Doss seconded the motion. Motion carried unanimously.

APPROVAL OF MINUTES

Commissioner Toxey made a motion to approve the minutes from the Work Session on January 17, 2023. Commissioner Williams seconded the motion.

Motion carried unanimously.

Commissioner Williams made a motion to approve the minutes from the Quarterly Commission meeting on January 18, 2023. Commissioner Toxey seconded the motion.

Motion carried unanimously.

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-1-.01	General Regulations and Administrative Procedures
Chapter 360-X-2-.02	Certified Career Fire Fighter
Chapter 360-X-5-.02	Certified Advanced Fire Investigator

Commission Chair Pilgreen called the public hearing to order and opened the floor for comments regarding the proposed changes to the Administrative Code for Chapter 360-X-1-.01 General Regulations and Administrative Procedures, 360-X-2-.02 Certified Career Fire Fighter, and 360-X-5-.02 Certified Advanced Fire Investigator.

Executive Director Russell stated there had been no public comments submitted in writing, by electronic mail, or telephone for amendments to 360-X-1-.01 or 360-X-5-.02. However, Director Russell presented a letter received from Alabaster Fire Chief Tim Love regarding the amendment

to 360-X-2-.02 and publicly addressed the Commission regarding the proposed changes. Love expressed his concerns related to reducing the required number of students and the safety aspects of this change. Chief Love also expressed concerns related to removing the requirement for documented training.

There were no additional comments presented to the Commission. Commission Chair Pilgreen declared the public hearing closed.

Director's Report:

Training Section Chief Arthur Willis presented the training report to the Commission comparing classes from the first three quarters of the 2022-2023 fiscal year to the first three quarters of the 2021-2022 fiscal year. The training report showed the number of training classes offered through Career Tech had improved over the last quarter. DOD remained low but were holding steady. Direct Delivery/Off Campus and Field classes have increased from last year. EMS numbers improved due to the large paramedic class finishing in August. Campus and RTC classes are increasing and out distanced last year's class and student numbers. Overall, classes and student numbers are above where they were last year. Certifications issued to date decreased by four percent but are trending to match or exceed the total for last year. Chief Willis gave an overview of all ongoing departmental delivery recruit schools, recruit school graduations, and upcoming recruit schools and bridge programs. Updates were also given on all EMS and Paramedic classes; the Critical Care Paramedic self-study course, self-study EMT classes, monthly EMS Challenge, and promotional testing.

Administrative Section Chief David Thornburg presented the Administration Report to the Commission. Chief Thornburg stated that we are currently working with a local vendor to remodel the downstairs kitchen, updating the campus entry property signs, and discussed the final inspection for the prop building that is set for August 3rd.

Regional Section Chief Reid Vaughan presented the Regional Report to the Commission. Chief Vaughan gave an update on the AFG grant and shopping for a driving simulator and pump simulator, the NFA no longer receiving paper applications, the pilot program for online registrations, and the volunteer class schedule starting in Fall 2023 and going through 2024.

Executive Director Russell discussed several matters and updates including but not limited to the IFSAC site visit and reaccreditation to 68 levels; FEMA/AFG Grant; Northwest Florida Volunteer Firefighter Weekend in September; request for purchase of an Aerial Apparatus; CoAEMSP Program Directors Focus Group; providing marketing of the Firefighter Challenge at the Hoover Met; deterioration of Fire College campus roads and the proposed joint paving

project with Tuscaloosa County; and the request to review the tuition costs for FF I/II recruit school as well as the FF Bridge program.

The Commission requested that Executive Director Russell and staff review the tuition costs and be prepared to give a report to them at the October Commission meetings.

COMMITTEE REPORTS

FINANCE

Committee Chair Williams made a committee motion to approve the May 2023 Financial Statements as presented.

Roll call vote was taken.

Josh Bryant-Yes
Billy Doss – Yes
Scott Pilgreen – Yes
Allan Rice – Yes
Derrick Swanson – Yes
Derek Toxey – Yes
Brandy Williams – Yes

Motion carried unanimously.

Committee Chair Williams made a committee motion to approve the proposed FY 2024 Budget as presented that includes a 2% legislative raise for all salaried employees.

Roll call vote was taken.

Josh Bryant-Yes
Billy Doss – Yes
Scott Pilgreen – Yes
Allan Rice – Yes
Derrick Swanson – Yes
Derek Toxey – Yes
Brandy Williams – Yes

Motion carried unanimously.

Committee Chair Williams made a committee motion to roll forward the appropriations of \$234,000.00 for peer support training from the Alabama Mental Health until depleted.

Roll call vote was taken.

Josh Bryant-Yes
Billy Doss – Yes
Scott Pilgreen – Yes
Allan Rice – Yes
Derrick Swanson – Yes
Derek Toxey – Yes
Brandy Williams – Yes

Motion carried unanimously.

Committee Chair Williams made a committee motion to roll forward the appropriations of \$200,000.00 for electric vehicle training until depleted.

Roll call vote was taken.

Josh Bryant-Yes
Billy Doss – Yes
Scott Pilgreen – Yes
Allan Rice – Yes
Derrick Swanson – Yes
Derek Toxey – Yes
Brandy Williams – Yes

Motion carried unanimously.

Committee Chair Williams made a committee motion to accept the bid for application of graphics and painting of the AFC props from Birmingham Freightliner for \$65,310.00.

Roll call vote was taken.

Josh Bryant-Yes
Billy Doss – Yes
Scott Pilgreen – Yes
Allan Rice – Yes
Derrick Swanson – Yes
Derek Toxey – Yes
Brandy Williams – Yes

Motion carried unanimously.

Committee Chair Williams made a committee motion to allow the Executive Director to negotiate the purchase or lease of a vehicle due to no bids being received.

Roll call vote was taken.

Josh Bryant-Yes
Billy Doss – Yes
Scott Pilgreen – Yes
Allan Rice – Yes
Derrick Swanson – Yes
Derek Toxey – Yes
Brandy Williams – Yes

Motion carried unanimously.

Committee Chair Williams made a committee motion to transfer funds for the current year from Facilities to Executive relative to insurance costs.

Roll call vote was taken.

Josh Bryant-Yes
Billy Doss – Yes
Scott Pilgreen – Yes
Allan Rice – Yes
Derrick Swanson – Yes
Derek Toxey – Yes
Brandy Williams – Yes

Motion carried unanimously.

Commissioner Rice requested that the Fire College evaluate the adequacy of insurance coverage for cyber security.

Committee Chair Williams made a committee motion approving the request to send a burn trailer to the Northwest Florida Volunteer Firefighter Weekend Conference the week of September 13th through September 17th.

Recognizing that Alabama Volunteer Firefighters will attend the Northwest Florida Volunteer Firefighter Weekend Conference on September 13-17, 2023 at Okaloosa Technical College and further recognizing that the mission of the Alabama Fire College is served by the Fire College sending a burn trailer to this event.

NOW THEREFORE, be it resolved that the Alabama Fire College send a burn trailer to the Northwest Florida Volunteer Weekend and staff to assist volunteer firefighters in obtaining their credentials so these volunteers can legally enter into a structure fire.

Roll call vote was taken.

Josh Bryant-Yes
Billy Doss – Yes
Scott Pilgreen – Yes
Allan Rice – Yes
Derrick Swanson – Yes
Derek Toxey – Yes
Brandy Williams – Yes

Motion carried unanimously.

Committee Chair Williams made a committee motion that the Executive Director examine options regarding the purchase of an aerial apparatus and report back to the Commission.

Recognizing that the mission of the Fire College will be promoted by the acquisition of an aerial apparatus, the Commission directs the Executive Director to examine options and report back to the Commission.

Roll call vote was taken.

Josh Bryant-Yes
Billy Doss – Yes
Scott Pilgreen – Yes
Allan Rice – Yes
Derrick Swanson – Yes
Derek Toxey – Yes
Brandy Williams – Yes

Motion carried unanimously.

Committee Chair Williams made a committee motion that the Commission approve an expenditure of up to \$91,000.00, plus up to 10% for contingency, to be paid from reserves, to resurface the perimeter roads from Old Greensboro Road to the campus, including, if funds are

limited to Fire College drive, providing the Executive Director the discretion to negotiate with any other party to accomplish this.

Roll call vote was taken.

Josh Bryant-Yes
Billy Doss – Yes
Scott Pilgreen – Yes
Allan Rice – Yes
Derrick Swanson – Yes
Derek Toxey – Yes
Brandy Williams – Yes

Motion carried unanimously.

Committee Chair Williams made a committee motion to authorize the Executive Director to proceed with the purchase of a covered structure up to \$175,000.00, with a 25% contingency due to no bids being received.

Roll call vote was taken.

Josh Bryant-Yes
Billy Doss – Yes
Scott Pilgreen – Yes
Allan Rice – Yes
Derrick Swanson – Yes
Derek Toxey – Yes
Brandy Williams – Yes

Motion carried unanimously.

POLICY & PROCEDURES/BY-LAWS

Committee Chair Rice expressed his appreciation to Executive Director Russell, Amy Bowden, Cece Hubbert, Commissioner Sparks and Attorney Mark Boardman for working on the revisions and updates to the policies and procedures. Executive Director Russell stated that Amy Bowden is working on publishing the policies and procedures into an online platform so that all employees will have direct access to them.

Rice stated there was no formal business at this time.

EMS

Committee Chair Toxey expressed his appreciation to the EMS division for all their hard work. Toxey stated there was no formal business at this time.

FIREFIGHTER PROGRAMS

Commissioner Rice made a committee motion to adopt the changes to Chapter 360-X-1-.01 General Regulations and Administrative Procedures, Chapter 360-X-2-.02 Certified Career Fire Fighter, and Chapter 360-X-5-.02 Certified Advanced Fire Investigator as presented. Commissioner Bryant seconded the motion.

Roll call vote was taken.

Josh Bryant-Yes
Billy Doss – Yes
Scott Pilgreen – Yes
Allan Rice – Yes
Derrick Swanson – Yes
Derek Toxey – Yes
Brandy Williams – Yes

Motion carried unanimously.

Executive Director Russell expressed his concerns related to administrative procedural issues that must be addressed for the approved Administrative Code changes. Commissioner Rice requested that the Commission receive email correspondence prior to future Commission meetings for Administrative Code changes based on what was approved during this Commission meeting.

BUSINESS FROM VISITORS

Former Commissioner Gary Sparks thanked the Commission for passing the Administrative Code changes regarding the Firefighter Program issues that the Commission had worked so hard on for over a year. Sparks requested that the staff keep the Commission updated on these issues.

BUSINESS FROM COMMISSION MEMBERS

Commissioner Rice requested that the Commission address a formal process for increasing compensation to the Executive Director based on goals set by the Commission.

Commissioner Doss discussed the Performance Appraisal evaluations for Executive Director Russell and made a recommendation to extend the Executive Director's contract by one year. Commissioner Doss stated the extension will go through October 2025. Commissioner Toxey seconded the motion.

Roll call vote was taken.

Josh Bryant-Yes
Billy Doss – Yes
Scott Pilgreen – Yes
Allan Rice – Yes
Derrick Swanson – Yes
Derek Toxey – Yes
Brandy Williams – Yes

Motion carried unanimously.

Executive Director Russell expressed his appreciation to the Fire College staff and all their efforts. Chair Pilgreen also expressed his appreciation to the staff.

Commission Chair Pilgreen stated the next Work Session will be October 17, 2023. The next Quarterly Commission meeting will be October 18, 2023. Chair Pilgreen called for the meeting to be adjourned. Without objection, the meeting was adjourned at 10:02 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 17, 2023

The meeting was called to order by Commission Chair Scott Pilgreen at 12:54 p.m. and was held at the Alabama Fire College in Tuscaloosa, Alabama. Proper prior notice of the meeting was given under the Open Meetings Act.

Roll call revealed the following members present: Josh Bryant, Billy Doss, Scott Pilgreen, Allan Rice, Derrick Swanson, Derek Toxey, and Brandy Williams. (Attorney Mark Boardman)
Quorum ascertained.

VISITORS

David Thornburg, Amy Bowden, Arthur Willis, Justin McKenzie, Kim Davis, Tracy McNair, Cece Hubbert, Anna Porter, Tim Love, Chris Miller, and Nathan Smitherman.

MINUTES

Commission Chair Pilgreen reviewed the agenda items for the Quarterly Commission meeting on October 18, 2023. Chair Pilgreen announced, without objection, that the agenda will be changed to reflect recommendations presented by Executive Director Russell. Director Russell stated the Fire College had received notice of award for the 2023-2024 HMEP Grant and the need for disposal of the current driving simulator console.

Training Section Chief Arthur Willis presented the training reports to the Commission comparing classes for the 2022-2023 fiscal year with the classes for the 2021-2022 fiscal year. An overview was given of all training classes offered through Career Tech, DOD, Direct Delivery, Field, EMS, Campus, and RTC. Overall, classes and student numbers have increased from the prior year but the number of certifications has decreased. Chief Willis gave updates on all ongoing departmental delivery recruit schools, recruit school graduations, upcoming recruit schools, bridge programs, EMS and Paramedic classes, pass rate for the latest Paramedic class, the Critical Care Paramedic self-study course held on campus, Self-Study/Life Paced EMT class, CoAEMSP Program Directors Focus Group and their request for Bailey Price and AFC to partner with them to reach a broader EMS Education community, monthly EMS Challenge, EMS participation in the Worlds of Work at Shelton State Community College, and promotional testing.

Commissioner Bryant requested further information regarding the Career Tech and Industrial classes. Commissioner Rice requested further information regarding the Bridge programs. Rice also commended the EMS staff for all their efforts training Paramedics in Alabama. Rice stated the promotional testing being administered by the Fire College is answering the needs of our constituents throughout the state.

Administrative Section Chief David Thornburg discussed the facilities usage study and structural assessment findings report from Lathan Architects, progress of the prop building, landscaping needs and signs at the property entrances, pole banners installed in the main parking lot, IMT full scale on campus exercises, upgrades to the exterior near the EMS department, and updates on paving Fire College Drive.

The Commission discussed the facility assessment provided by Lathan Architects and requested further details from the architects to determine the best use of the current space. Commission Chair Pilgreen stated it is a good first step in planning for the future and requested the Facilities Committee be involved in the process.

Regional Section Chief Reid Vaughan gave updates regarding the on campus 160 classes, working with NFA for additional classes, the upcoming Explorer Weekend scheduled in February 2024, and the Get Alarmed Alabama program for smoke alarm distribution throughout the state.

Executive Director Russell presented his report discussing several matters and updates pertaining to the Fire College including but not limited to, Smith's Station Fire Protection District complaint; sensory needs and invisible disabilities training; Alabama Fire College Executive Branch versus Educational Institution; Assistance to Firefighters Grant matching fund request; Pipeline and Hazardous Materials Administration and awarding of Pipeline Emergency Response Grant; Latino community outreach; Alabama Overtime Tax Exemption from the State of Alabama Revenue Commissioner; and pricing for a mid-mount aerial apparatus truck.

Without objection, the Work Session was suspended at Commission Chair Pilgreen's discretion, to convene the Finance Committee meeting.

FINANCE COMMITTEE

Finance Committee Chair Brandy Williams called the Finance Committee meeting to order. All commissioners were present. Chief Financial Officer, Cece Hubbert, presented the August 2023 Financial Statements.

Committee Chair Williams discussed several items with the Commission including the August 2023 Financial Statements, HMEP Grant match, applying for an AFG grant for mobile props,

bids for Fire Simulation Labs with Sim-Tech, CD renewal, surplus of 2012 Black Chevrolet 2500 truck as well as non-working IT items and office fixtures, adding funds from the operational account to the CD renewal, Step 30 salary and benefit expenses, a building use and feasibility assessment and related costs, an economic impact study and related costs, and surplus of the driving simulator console. On motions properly made and seconded, the Finance Committee unanimously approved motions concerning each of these items to forward to the Quarterly Commission meeting.

Chair Williams, seeing no further business and, without objection, adjourned the Finance Committee meeting.

POLICY AND PROCEDURES/BY LAWS COMMITTEE

Committee Chair Rice relayed to the Commission that all policies and procedures will be posted electronically by HR Officer, Amy Bowden, for employee access. Officer Bowden stated she would also send a link to each Commissioner providing them access to the policies and procedures as well. Chair Rice stated there was no official business to discuss for the Policy and Procedures/By Laws Committee at this time.

EMS COMMITTEE

Committee Chair Toxey commended the staff and Paramedic students for their hard work and first attempt pass rate success. Chair Toxey stated there was no official business to discuss for the EMS Committee at this time.

FIREFIGHTER PROGRAMS

Commission Chair Pilgreen declared that the Firefighter Programs Committee is dissolved as of this Committee meeting. No commissioner objected.

FACILITIES COMMITTEE

Committee Chair Doss stated that additional studies are needed to determine office space needs. No further business was discussed for the Facilities Committee.

There being no further business, Commission Chair Pilgreen adjourned the Committee meetings and returned to the Work Session without objection.

OLD BUSINESS

Executive Director Russell discussed the tuition analysis for the field delivery Fire Fighter I/II and Bridge programs and stated the analysis will be tabled until the January 2024 Commission meeting.

Director Russell also discussed the urgent need for an aerial apparatus truck. Further discussion involved available manufacturers, timeframe for delivery, future needs, and options for purchasing.

BUSINESS FROM COMMISSION MEMBERS

Commissioner Rice requested an evaluation of our distance delivery program. Rice stated he would like to see the Fire College offer higher level classes and develop partnerships with peer state agencies to provide distance delivery classes. Director Russell requested time to evaluate the classes that are offered by each state and to develop a strategy of how to proceed.

Commission Chair Pilgreen, seeing no further business, adjourned the meeting at 3:42 pm without objection.

Respectfully submitted,



David M. Russell
Executive Director



Lonnie Branson
Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS & EDUCATION COMMISSION

Quarterly Commission Meeting October 18, 2023

The meeting was called to order by Commission Chair Scott Pilgreen at 9:00 am and was held at the Alabama Fire College in Tuscaloosa, Alabama. Proper prior notice of the meeting was given under the Open Meetings Act.

Commissioner Bryant led the Pledge of Allegiance. Roll call revealed the following members present: Josh Bryant, Billy Doss, Scott Pilgreen, Allan Rice, Derrick Swanson, Derek Toxey, and Brandy Williams. (Attorney Mark Boardman) Quorum was ascertained.

VISITORS

David Thornburg, Amy Bowden, Tracy McNair, Chris Mullins, Arthur Willis, Hannah McCook, Cece Hubbert, Nikki Bush, Anna Porter, Rick Gregg, Pat Conn, Justin Baker, Nathan Smitherman, Tim Love, Terri Huddleston, Tiffany Lyons, Linda Putnam, Bella White, Bailey Price, Damien Davis, Pat Hamilton, Dianna Dollar, Nick Davis, Dalton Branson, Cohen Dunlap, Eddie McCall, Mark Delk, Kim Davis, Bryan Harrell, Marty McElroy, Dale Wyatt, Christian Holler, Devarye Mack, and Sean Kendrick.

AWARDS AND RECOGNITIONS

Executive Director Russell presented the first Employee of the Quarter award to Nick Davis. Nick has taken on additional personnel, duties, and responsibilities. Director Russell expressed his appreciation for the great leadership and guidance provided in his role as Facilities and Logistics Unit Leader.

The second Employee of the Quarter award was presented to Tiffany Lyons. Director Russell stated Tiffany always has a fantastic attitude, provides great leadership, and her customer service is outstanding as our Bookstore Manager.

The third Employee of the Quarter award was presented to Bella White. Director Russell stated Bella works in our bookstore and responded to a need we had to improve the bookstore website. She worked hard to accomplish that goal and we appreciate all her efforts in that regard.

AGENDA APPROVALS

Commission Chair Pilgreen reviewed the agenda. Commissioner Rice made a motion to approve the agenda as presented. Commissioner Toxey seconded the motion.

Roll call vote was taken.

Josh Bryant-Yes
Billy Doss – Yes
Scott Pilgreen – Yes
Allan Rice – Yes
Derrick Swanson – Yes
Derek Toxey – Yes
Brandy Williams – Yes

Motion carried unanimously.

APPROVAL OF MINUTES

Commissioner Doss made a motion to approve the minutes from the Work Session on July 18, 2023 and the Quarterly Commission meeting on July 19, 2023. Commissioner Williams seconded the motion.

Roll call vote was taken.

Josh Bryant-Yes
Billy Doss – Yes
Scott Pilgreen – Yes
Allan Rice – Yes
Derrick Swanson – Yes
Derek Toxey – Yes
Brandy Williams – Yes

Motion carried unanimously.

Director's Report:

Training Section Chief Arthur Willis presented the training report to the Commission comparing classes from the 2022-2023 fiscal year to the 2021-2022 fiscal year. The training report showed the number of training classes offered through Career Tech are still low but have improved over the year. DOD classes have decreased but student numbers have increased. Direct Delivery/Off Campus classes have increased and student numbers have increased significantly. Field classes

along with student numbers have increased. EMS class numbers improved due to the large paramedic class that graduated in August. Campus and RTC classes have both increased and student numbers are markedly higher. Overall, classes have increased by 3% and student numbers have increased by 16%. Certifications issued to date decreased by 3% from last year. Chief Willis gave an overview of all ongoing departmental delivery recruit schools, recruit school graduations, upcoming recruit schools and bridge program, pass rate of the most recent on campus Paramedic class and graduation, EMS and Paramedic classes; the Critical Care Paramedic self-study course, Self-Study/Life Paced EMT class, CoAEMSP Program Directors Focus Group and their request for Bailey Price and AFC to partner with them to reach a broader EMS Education community, and stated thirteen promotional tests have been given this year.

Commissioner Rice reiterated his support and appreciation to Bailey Price and the EMS staff for their efforts in training Paramedics. Rice also commended the Fire College for administering promotional testing and answering the needs of the constituents throughout the state. Commissioner Rice stated further conversations were needed in regard to DOD staffing.

Administrative Section Chief David Thornburg presented the Administration Report to the Commission. Chief Thornburg discussed the Facilities Usage Study provided by Lathan Architects, gave updates on the prop building, campus entry property signs, and the success of the full scale IMT exercises that were held on campus.

Regional Section Chief Reid Vaughan presented the Regional Report to the Commission. Chief Vaughan gave updates on the Volunteer 160 classes being held on campus, Fire Explorer Weekend is scheduled for February 23rd, 24th, and 25th, and the Get Alarmed Alabama Program.

Executive Director Russell discussed several matters and updates including but not limited to Smiths Station Fire Protection District complaint; sensory needs and invisible disabilities training proposed by Leigh Hulsey; classification of the Fire College as an Executive Branch versus an Educational Institution; applying for an AFG Grant for mobile props and the 15% match; Pipeline Emergency Response Grant award; table the tuition analysis of Firefighter I/II and Bridge programs.

COMMITTEE REPORTS

FINANCE

Committee Chair Williams made a committee motion approving the HMEP Grant match of 20% totaling \$94,250.00 from reserves.

Roll call vote was taken.

Josh Bryant-Yes
Billy Doss – Yes
Scott Pilgreen – Yes
Allan Rice – Yes
Derrick Swanson – Yes
Derek Toxey – Yes
Brandy Williams – Yes

Motion carried unanimously.

Committee Chair Williams made a committee motion to authorize the Executive Director to apply for the AFG Grant for mobile props with a 15% match of \$75,000.00 from reserves.

Roll call vote was taken.

Josh Bryant-Yes
Billy Doss – Yes
Scott Pilgreen – Yes
Allan Rice – Yes
Derrick Swanson – Yes
Derek Toxey – Yes
Brandy Williams – Yes

Motion carried unanimously.

Committee Chair Williams made a committee motion to approve the August 2023 Financial Statements as presented.

Roll call vote was taken.

Josh Bryant-Yes
Billy Doss – Yes
Scott Pilgreen – Yes
Allan Rice – Yes
Derrick Swanson – Yes
Derek Toxey – Yes
Brandy Williams – Yes

Motion carried unanimously.

Committee Chair Williams made a committee motion to approve the bid for Fire Simulation Labs with Sim Tech for a total of \$501,500.00.

Roll call vote was taken.

Josh Bryant-Yes
Billy Doss – Yes
Scott Pilgreen – Yes
Allan Rice – Yes
Derrick Swanson – Yes
Derek Toxey – Yes
Brandy Williams – Yes

Motion carried unanimously.

Committee Chair Williams made a committee motion to approve the CD renewal and lock in rate of 5% for 24 months at West Alabama Bank.

Roll call vote was taken.

Josh Bryant-Yes
Billy Doss – Yes
Scott Pilgreen – Yes
Allan Rice – Yes
Derrick Swanson – Yes
Derek Toxey – Yes
Brandy Williams – Yes

Motion carried unanimously.

Committee Chair Williams made a committee motion to declare the following surplus and unnecessary to the Alabama Fire College and therefore dispose of such through the State's process the following property:

2012 Black Chevrolet 2500 truck - VIN# 1GC2CVC81CZ201971
Two (2) Metal Filing Cabinets
Fifty-Seven (57) Laptops
Fifty-Nine (59) PC's
One (1) Aver Video System

Roll call vote was taken.

Josh Bryant-Yes
Billy Doss – Yes
Scott Pilgreen – Yes
Allan Rice – Yes
Derrick Swanson – Yes
Derek Toxey – Yes
Brandy Williams – Yes

Motion carried unanimously.

Committee Chair Williams made a committee motion to approve adding an additional \$1 million from the operational account to the CD renewal.

Roll call vote was taken.

Josh Bryant-Yes
Billy Doss – Yes
Scott Pilgreen – Yes
Allan Rice – Yes
Derrick Swanson – Yes
Derek Toxey – Yes
Brandy Williams – Yes

Motion carried unanimously.

Committee Chair Williams made a committee motion to approve the newly created Step 30 salary and benefit expenses.

Roll call vote was taken.

Josh Bryant-Yes
Billy Doss – Yes
Scott Pilgreen – Yes
Allan Rice – Yes
Derrick Swanson – Yes
Derek Toxey – Yes
Brandy Williams – Yes

Motion carried unanimously.

Committee Chair Williams made a committee motion to approve the Building Use and Feasibility Assessment costs of up to \$10,000.00 from reserves.

Roll call vote was taken.

Josh Bryant-Yes
Billy Doss – Yes
Scott Pilgreen – Yes
Allan Rice – Yes
Derrick Swanson – Yes
Derek Toxey – Yes
Brandy Williams – Yes

Motion carried unanimously.

Committee Chair Williams made a committee motion to approve an Economic Impact Study and expend up to \$15,000.00 from reserves.

Roll call vote was taken.

Josh Bryant-Yes
Billy Doss – Yes
Scott Pilgreen – Yes
Allan Rice – Yes
Derrick Swanson – Yes
Derek Toxey – Yes
Brandy Williams – Yes

Motion carried unanimously.

Committee Chair Williams made a committee motion to declare surplus and unnecessary to the Alabama Fire College the Driving Simulator Console obtained from the City of Fort Payne, as such the console is no longer supported, and authorize that it be traded in towards the purchase of a new Driving Simulator Console.

Roll call vote was taken.

Josh Bryant-Yes
Billy Doss – Yes
Scott Pilgreen – Yes
Allan Rice – Yes
Derrick Swanson – Yes
Derek Toxey – Yes

Brandy Williams – Yes

Motion carried unanimously.

POLICY & PROCEDURES/BY-LAWS

Committee Chair Rice stated that HR Officer Amy Bowden is working on publishing the most recently adopted policies and procedures into an online platform for employee access and will forward a link to all Commissioners when the posting is complete.

Chair Rice stated there was no formal business at this time.

EMS

Committee Chair Toxey commended the EMS staff for all their hard work and stated the Fire College is still in line awaiting a Rescue Transport.

Chair Toxey stated there was no formal business at this time.

FACILITIES

Committee Chair Doss stated the Committee is awaiting further information regarding the Facilities Assessment and will meet with staff to determine future needs.

OLD BUSINESS

Executive Director Russell addressed the Commission regarding the need for an aerial apparatus for training. The Fire College staff solicited pricing from two companies and made a recommendation to purchase the Sutphen aerial platform for \$1,914,805.00.

Commissioner Rice expressed his appreciation for the depth of thought and research put forth by Director Russell and Cece Hubbert. Rice commended the financial options presented to the Commission for purchasing the apparatus.

Commissioner Rice made a motion that the Fire College order a Sutphen aerial apparatus from Williams Fire Apparatus. This complies with the Alabama bid law because this purchase is from Sourcewell. The motion was seconded by Commissioner Bryant.

Roll call vote was taken.

Josh Bryant-Yes
Billy Doss – Yes
Scott Pilgreen – Yes
Allan Rice – Yes
Derrick Swanson – Yes
Derek Toxey – Yes
Brandy Williams – Yes

Motion carried unanimously.

Commission Chair Pilgreen stated the next Work Session will be January 16, 2024. The next Quarterly Commission meeting will be January 17, 2024. Commissioner Toxey made a motion to adjourn the meeting. Commissioner Doss seconded the motion. Without objection, the meeting was adjourned at 9:38 a.m.

Respectfully submitted,



David M. Russell
Executive Director



Lonnie Branson
Secretary