

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS & EDUCATION COMMISSION

Commission Work Session Meeting February 1, 2024

The meeting was called to order by Commission Chair Scott Pilgreen at 9:02 a.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

Arthur Willis, Tracy McNair, Kim Davis, Chuck Parsons, David Thornburg, Skip Kittrell, Josh McDaniel, Cece Hubbert, Anna Porter, Tim Love, Jon Lord, Justin Baker, Amy Bowden, Reid Vaughan, Patrick Dunlap, and Marty Lee.

MINUTES

Commission Chair Pilgreen reviewed the agenda items for the Quarterly Commission meeting on February 1, 2024.

Marty Lee from Jackson Thornton & Co Certified Public Accountants presented the FY 2023 audit report and financial statements for Commission review. Lee stated that the audit went smoothly, was favorable, and reported no findings.

Administrative Section Chief David Thornburg presented the Administration Report to the Commission. Thornburg provided updates regarding a possible collaboration between the Fire College, Tuscaloosa County Commission, Shelton State, and the City of Tuscaloosa to pave the roads that surround Shelton State and the Fire College; completion of the prop building; Rope Instructor updates; and the upcoming Fire Chief's Conference to be held in Hoover.

Training Section Chief Arthur Willis presented the training report to the Commission comparing classes for the 2023-2024 fiscal year with the classes for the 2022-2023 fiscal year. An overview of training classes offered through Career Tech, DOD, Direct Delivery, Field, EMS, Campus, and RTC were also presented to the Commission. Career Tech classes are improving with the new academic year; DOD class numbers are lower due to the big push last year in DOD training; Direct Delivery classes and student numbers decreased, EMS numbers have declined in comparison to the large EMS class last year; Field classes along with student numbers have

increased; and campus classes as well as RTC classes have both increased with student numbers being markedly higher. Overall, the number of classes increased by 11% and student numbers increased by 14%. Certifications increased by 15% in comparison to last year's totals. Willis stated that last year was a banner year and this year may be even better.

Updates were given on all ongoing and upcoming departmental delivery recruit schools, campus delivery recruit schools, and Bridge program. The EMS report was presented for EMS and Paramedic classes, Josh Roe newly hired as EMS Training Specialist, the second AFC Critical Care Paramedic self-study course, Self-Study/Life Paced EMT class, monthly EMS Challenge, and the Stryker Stretcher and Load System for the new rescue truck. The delivery of the new ambulance has been moved to September 2024. An overview of promotional testing revealed that the Fire College has provided 14 promotional tests in 2023 and already administered four tests for the month of January. Willis also reported that several AFC staff members traveled to Columbus, Ohio for the pre-build of the Aerial Apparatus and expect delivery around January 2025.

Commissioner Rice inquired about the formal plans for Career Tech classes. Executive Director Russell stated he would give further information during his report.

Regional Section Chief Reid Vaughan gave updates regarding the completion of painting the mobile props; installation of 6,000 smoke alarms by Jonathan Ledbetter, Community Risk Reduction Specialist; the AFG Grant; and the large enrollment in Fire Chief 101 class for Volunteers. Chief Vaughan stated the Fire College maintains the largest fleet of mobile props of any fire school in the country and remains committed to delivering the drill field to the front door of every fire station in Alabama.

Executive Director Russell presented his report to the Commission and discussed several matters and updates pertaining to the Fire College including but not limited to Jonathan Ledbetter and the Smoke Alarm program; classification of the Fire College as an Educational Institution; paramedic students shadowing physicians at UAB; employment status of certified firefighters in Alabama; Legislative bill proposed by Representative Leigh Hulsey that requires fire-protection personnel, volunteer firefighters, and EMT's to undergo annual training related to interacting with individuals with sensory needs and invisible disabilities; Student of the Year and Instructor of the Year; a request to change the dates of the April 2024 Work Session and Quarterly Commission meetings; upcoming term expirations for Commissioner Doss and Commissioner Toxey; AAFC Conference in Hoover scheduled for February 5th through February 8th; ERC credit; drawings received from Lathan Architects of the proposed new building; EMS Challenge; Firefighter Bridge updates; Career Tech programs in Birmingham and efforts made to work with the Birmingham Board of Education; proposed tuition increase and analysis; and a recommendation to reinstate certifications for DeAngelo Davis that were revoked by the Commission two years ago.

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 internal September 2023 Financial Statements, internal November 2023 Financial Statements, and list of rollover items to FY 2024.

Committee Chair Williams discussed several items with the Commission including the 2023 fiscal year-end audit report and financial statements from Jackson Thornton & Co Certified Public Accountants, internal September 2023 Financial Statements, internal November 2023 Financial Statements, audit report from the State of Alabama Department of Examiners of Public Accounts, surplus of front console in the driving simulator, rollover of Prop Graphic project to FY 2024, rollover of Savox Rescue Kit 1 Communication System to FY 2024, purchase and installation of the previously approved steel canopy that will now be 85 feet by 60 feet, RFP for Audit Services, authorize the Commission Chair and Finance Chair to sign CD renewal at West Alabama Bank, rollover of the steel canopy project to FY 2024, and formal acknowledgement of the work by Cece Hubbert and her team to ensure compliance resulting in no audit findings. 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 a review of policies and procedures will be made to determine if changes are needed based on Governor Ivey's ruling that the Fire College is an Educational Institution. Chair Rice stated there was no official business to discuss at this time for the Policy and Procedures/By Laws Committee.

EMS COMMITTEE

Committee Chair Toxey stated there was no official business to discuss for the EMS Committee at this time.

FACILITIES COMMITTEE

Committee Chair Doss relayed to the Commission that changes were being made to the original drawings presented by Lathan Architects for a possible building expansion. Doss also discussed possible legislative funding for the building. No further business was discussed for the Facilities Committee.

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

NEW BUSINESS

The Commission discussed the request from DeAngelo Davis for reinstatement of certifications that were revoked by the Commission two years ago. Executive Director Russell recommended that the certifications be reinstated. On a motion properly made and seconded, the Commission unanimously approved adding the recommendation made by Director Russell for reinstatement of Mr. Davis's certifications to the agenda for the Quarterly Commission meeting.

BUSINESS FROM COMMISSION MEMBERS

Commissioner Rice requested a schedule of Firefighter I/II curriculum to be emailed to all the Commissioners. Commissioner Rice also requested a Budget Work Session to be scheduled.

Commissioner Bryant requested a Finance Committee meeting.

Commissioner Williams requested that the Commission revisit the Legislative Affairs Liaison position. After much discussion, Commission Chair Pilgreen stated that a group needs to be assembled for further discussion and to address concerns brought to the Commission.

Commissioner Bryant made a motion to adjourn the Work Session. Commissioner Rice seconded the motion. Commission Chair Pilgreen, seeing no further business, adjourned the meeting at 12:00 pm without objection.

Respectfully submitted,



David M. Russell
Executive Director



Lonnie Branson
Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS & EDUCATION COMMISSION

Quarterly Commission Meeting February 1, 2024

Commission Chair Scott Pilgreen called the first quarter regular meeting of the Commission to order at 1:02 pm at the Alabama Fire College in Tuscaloosa, Alabama. Chair Pilgreen stated the first quarter meeting was originally scheduled for January 17, 2024 but had to be rescheduled due to the winter storm. Proper notice under Alabama law has been issued of this change.

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, Reid Vaughan, Arthur Willis, Hannah McCook, Patrick Dunlap, Diana Hewlett, Kimberly Rodriguez, Kim Davis, Tracy McNair, Dianna Dollar, Anna Porter, Cece Hubbert, Stentsen Ellenburg, Rick Gregg, Adam Watley, Stacey Tingle, Pat Hamilton, Briana Harris, Eddie McCall, Nick Davis, Dalton Branson, Ashley Owens, Terri Huddleston, Nikki Bush, Jon Lord, Justin Baker, Tim Love, Ted Krayner, Arizona Winborn, Brandon Jones, Amy Bowden, Josh McDaniel, Chuck Parsons, Skip Kittrell, Roy Stover, Jason Jackson, Damien Davis, and Bailey Price.

AWARDS AND RECOGNITIONS

EMPLOYEE OF THE QUARTER AWARDS - Arizona Winborn, Lonnie Branson, and the Finance Unit.

Director Russell presented the first award to Arizona Winborn. Russell stated that Arizona is an employee that works hard behind the scenes at Workplace Safety and expressed his appreciation for his efforts to the fire service and the Fire College.

The second award was presented to Lonnie Branson. Director Russell stated that Lonnie also works hard behind the scenes, is steadfast in her duties, and expressed his appreciation for all she has done for the Fire College.

The Finance Unit received the third award. Director Russell expressed his appreciation to Cece Hubbert, Anna Porter, Stacey Tingle, and Teresa Stone for their efforts to be good stewards of the money received by the Fire College and stated there have been no audit findings for eight years.

AGENDA APPROVALS

Commission Chair Pilgreen reviewed the agenda. Commissioner Doss made a motion to approve the agenda as presented. Commissioner Rice stated the agenda includes Executive Director Russell's recommendation for reinstatement of certifications for DeAngelo Davis. 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 Toxey made a motion to approve the minutes from the Work Session on October 17, 2023 and the Quarterly Commission meeting on October 18, 2023. Commissioner Rice 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.

ELECTION OF OFFICERS

CHAIR

Commission Chair Pilgreen turned the gavel to Vice Chair Doss for the nominations of Chair. Vice Chair Doss opened the floor for nominations. Commissioner Rice nominated Commissioner Pilgreen. Commissioner Swanson seconded the nomination. No other nominations were submitted.

Roll call vote was taken to elect Scott Pilgreen as Chair of the Commission.

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

Without any opposing votes and a by a majority, Commissioner Pilgreen is re-elected as Chair of the Commission.

VICE-CHAIR

Vice Chair Doss returned the gavel to Commission Chair Pilgreen. Chair Pilgreen opened the floor for nominations for Vice-Chair. Commissioner Rice nominated Commissioner Williams. Commissioner Toxey seconded the nomination. No other nominations were submitted.

Roll call vote was taken to elect Brandy Williams as Vice-Chair of the Commission.

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

Without any opposing votes and by a majority, Commissioner Williams is elected as the new Vice-Chair of the Commission.

Commission Chair Pilgreen thanked the Commissioners and congratulated Commission Vice-Chair Williams on the election.

Director's Report:

Executive Director Russell referred to reports presented earlier in the day at the Work Session. The Administration Report presented by Section Chief David Thornburg provided updates on paving Fire College Drive; possible collaboration between the Fire College, Tuscaloosa County Commission, Shelton State, and the City of Tuscaloosa to pave the roads surrounding Shelton State and the Fire College properties; completion of the prop building; Rope Instructor updates; and the upcoming Fire Chief's Conference to be held in Hoover.

The Training Report presented by Section Chief Arthur Willis compared classes from the 2023-2024 fiscal year to the 2022-2023 fiscal year and gave an overview of training classes offered through Career Tech, DOD, Direct Delivery, Field, EMS, Campus, and RTC classes. Overall, the number of classes increased by 11% and student numbers increased by 14%. Certifications increased by 15% in comparison to last year's totals. Updates were given on all ongoing departmental delivery recruit schools, upcoming campus delivery recruit schools, and Bridge programs. The EMS report provided updates on EMS and Paramedic classes; Josh Roe recently hired as EMS Training Specialist; the second AFC Critical Care Paramedic self-study course; Self-Study/Life Paced EMT class; monthly EMS Challenge; and the Stryker Stretcher and Load System for the new rescue truck. The delivery date of the new ambulance is expected to be September 2024. Fourteen promotional tests were administered in 2023 and four promotional tests have been administered for the month of January 2024. Several staff members traveled to Columbus, Ohio for the pre-build of the Aerial Apparatus and delivery is expected around January 2025.

The Regional Report presented by Section Chief Reid Vaughan provided updates on the completion of painting the mobile props; the installation of 6,000 smoke alarms; AFG Grant; and the large enrollment in Fire Chief 101 class for Volunteers.

Executive Director Russell referred to his report from the Work Session and discussed several matters and updates including but not limited to Jonathan Ledbetter and the Smoke Alarm program; classification of the Fire College as an Educational Institution; paramedic students shadowing physicians at UAB; employment status of certified firefighters in Alabama; Legislative bill proposed by Representative Leigh Hulsey that requires fire-protection personnel, volunteer firefighters, and EMT's to undergo annual training related to interacting with individuals with sensory needs and invisible disabilities; Jeff Ivey from Oneonta is Student of the Year and Eric O'Neal from Tuscaloosa Fire is Instructor of the Year; a request to change the dates of the April 2024 Work Session and Quarterly Commission meetings; term expirations for Commissioner Doss and Commissioner Toxey; upcoming AAFC Conference in Hoover scheduled for February 5th through February 8th; ERC credit; drawings received from Lathan Architects for the proposed new building; EMS Challenge; Firefighter Bridge updates; and Career Tech programs in Birmingham including efforts made by Bryan Harrell to work with the Birmingham Board of Education.

Director Russell made a recommendation for the Commission to consider the proposed tuition increase as presented in the Work Session for further discussion at the April Commission meetings. Russell made a second recommendation to reinstate the certifications for DeAngelo

Davis that were revoked by the Commission. Director Russell stated that Mr. Davis acknowledges the rules set by the Commission and the revocation of his certifications for two years. Commissioner Rice made a motion that the certifications be reinstated for DeAngelo Davis based on the recommendation presented by Executive Director Russell. 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.

COMMITTEE REPORTS

FINANCE

Committee Chair Williams made a committee motion to accept the FY 2023 Audit and Financial Statements as presented by Jackson Thornton & Co. PC.

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 internal September 2023 Financial Statement expenditures and budget to actual differences 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 internal November 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 accept the Audit Report from the State of Alabama Department of Examiners of Public Accounts.

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 front console of the current driving simulator as surplus and approve its trade-in to Sim Tech toward new driving simulator equipment.

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 rollover of the Prop Graphics Project to FY2024.

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 rollover of the Savox Rescue Kit 1 Communication System to FY2024.

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 purchase and installation of an 85 foot by 60-foot steel canopy (covered structure) over the trench prop, considering:

- (1) The Commission placed out for bid for steel canopies in 3 sizes; 100 feet by 60 feet, 40 feet by 60 feet, and 40 feet by 30 feet, yet received no bids;
- (2) The Commission at the July 2023 Commission meeting approved the purchase and installation of a steel canopy (covered structure), authorizing an expense of \$175,000.00 with a 25% contingency, instructing the Executive Director to negotiate for such;
- (3) A 100-foot by 60-foot canopy cannot be installed due to the area of installation being on fill dirt and sand, and instead, an 85-foot by 60-foot canopy is needed;

And so therefore,

- (4) The Commission approves a change in its prior approval to authorize the Executive Director to negotiate for purchase and installation of an 85-foot by 60-foot steel canopy (covered structure), at an estimated expense of up to \$150,000.00 with a 25% contingency.

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 Request for Proposals for Audit Services.

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 Commission Chair and Finance Chair to sign the CD renewal 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 that the expenditure for the smaller canopy over Structural Collapse, which was completed in November 2023, be approved in the amount of \$66,663.66 for the Fiscal Year 2024.

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 formally acknowledged the outstanding work from Cece Hubbert and all that her Finance team does to ensure the Fire College remains in compliance resulting in no audit findings. The formal acknowledgement was unanimous from the Commission.

POLICY & PROCEDURES/BY-LAWS

Committee Chair Rice stated there had been no action since the previous Commission meeting. Based on the Governor's ruling that the Fire College is an Educational Institution, Rice stated he would research the By-Laws for rescheduling meetings and provide feedback at the April meetings.

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

EMS

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

FACILITIES

Committee Chair Doss relayed to the Commission that the Facilities Committee had several discussions with Lathan Architects and reviewed the drawings for the proposed building. The committee concluded that what was presented is not adequate for the space needed. A request was made by the Committee to look for other options.

UNFINISHED BUSINESS

Director Russell stated the Fire College is still waiting for completion of an Economic Impact Study.

Commission Chair Pilgreen relayed a request to change the upcoming April Commission meeting from the third Wednesday (April 17, 2024) to the following Wednesday (April 24, 2024) at 9:00 am. Chair Pilgreen stated the change was due to unusual circumstances, in accordance with the Alabama Code Section 36-32-4 and By-Laws Section II, Subsection B. Commissioner Toxey made a motion to make this change. The motion was seconded by Commissioner Doss.

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 since that motion passed, he would set, without objection, the April Commission Work Session for Tuesday, April 23, 2024 at 12:30 pm, with Committee meetings to follow.

Commissioner Doss made a motion to adjourn the meeting. Commissioner Bryant seconded the motion. Without objection, the meeting was adjourned at 1:29 p.m.

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

Commission Work Session Meeting April 23, 2024

The meeting was called to order by Commission Chair Scott Pilgreen at 12:40 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, and Derek Toxey. (Attorney Mark Boardman) Quorum ascertained.

VISITORS

Arthur Willis, Amy Jones, Patrick Dunlap, David Thornburg, Cece Hubbert, Anna Porter, Kim Davis, Josh McDaniel, Justin McKenzie, Tim Love, Buddy Wilks, Tracy McNair, Justin Baker, and Reid Vaughan.

MINUTES

Commission Chair Pilgreen reviewed the agenda items for the Quarterly Commission meeting on April 24, 2024. Chair Pilgreen announced, without objection, that the agenda will need to be amended to reflect the reformatting of FF I/II Recruit School curriculum and FF I/II Bridge program curriculum.

Training Section Chief Arthur Willis presented the training reports to the Commission comparing classes for the 2023-2024 fiscal year with the classes for the 2022-2023 fiscal year. An overview was given of all training classes offered through Career Tech, DOD, Direct Delivery, Field, EMS, Campus, and RTC. Overall, the number of classes increased by 14 percent and student numbers increased by 10 percent. The number of certifications issued increased by 6 percent from the prior year. Chief Willis gave updates on all ongoing departmental delivery recruit schools; recruit school graduations; upcoming recruit schools; scheduled bridge classes; EMS and Paramedic classes; the AFC Critical Care Paramedic class; summer Self-Study/Life Paced EMT class; recording material for upcoming pilot class this fall for Advanced EMT/Life Paced study; monthly EMS Challenge; development of classes for response to electric vehicle fires; collaborative efforts with Alabama Clean Fuels Coalition, NFPA, and North American Fire Training Directors to obtain a grant from the Department of Energy to develop a free national curriculum for first and second responders; work with the University of Alabama Mobility and Power Center and the University of Alabama Engineering Department for research and training regarding electric vehicles emergency response; working with ASPIRE Sports Institute Lemak

Health to reintroduce the Sports Responder course; and recently hosted clinical skills updates with Dr. Elwin Crawford and Relias Healthcare physicians and nurse practitioners.

Administrative Section Chief David Thornburg presented the Administration Report to the Commission. Thornburg discussed potential articulation agreements with multiple entities and the benefits the agreements would provide for our students.

Regional Section Chief Reid Vaughan presented the Regional Report to the Commission. Vaughan gave updates regarding the installation of the driving simulator including discussions about the training; usage of Fire College props; volunteer 160 programs and volunteer classes offered on the weekends; report on the recent Chief 101 class; research of a cadet program; and the High School Career Tech programs.

Executive Director Russell presented his report to the Commission and discussed several matters and updates pertaining to the Fire College including but not limited to, Federal Firefighter course attendance guidelines; Affiliation agreement with Eglin Air Force Base in Florida; recognition of Commissioner Doss and Commissioner Toxey for their leadership, guidance, and years of service on the Personnel Standards and Education Commission; Employee Retention Credit; Lathan Architects renderings of proposed new building; EMS Challenge; levels of certification and number of certifications issued to date; online course critiques and skills testing; Alabama Fire Safety Summit scheduled on campus for September 5th and 6th; Alabama Association of Volunteer Fire Departments quarterly meeting; Cullman County Fire Chief's Executive Conference; Limestone County Volunteer Firefighter Banquet; and a request for the addition of a Training Specialist position in Regional Services.

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

FINANCE COMMITTEE

Commission Chair Pilgreen temporarily assigned Commissioner Toxey to chair the Finance Committee. Commissioner Toxey called the Finance Committee meeting to order. The following commissioners were present: Josh Bryant, Billy Doss, Scott Pilgreen, Allan Rice, Derrick Swanson, and Derek Toxey. Chief Financial Officer, Cece Hubbert, presented the February 2024 Financial Statements.

Commissioner Toxey discussed several items with the Commission including approval of the February 2024 Financial Statements, CD Renewal with West Alabama Bank & Trust, awarding of bid for audit services, and approval of ACH payments. On motions properly made and seconded, the Finance Committee unanimously approved motions concerning each of these items to forward to the Quarterly Commission meeting.

Commissioner Toxey, seeing no further business and, without objection, adjourned the Finance Committee meeting.

POLICY AND PROCEDURES/BY LAWS COMMITTEE

The Policy and Procedures/By Laws Committee meeting was called to order by Committee Chair Rice. The following commissioners were present: Josh Bryant, Billy Doss, Scott Pilgreen, Allan Rice, Derrick Swanson, and Derek Toxey. There was a discussion regarding an Employee Classification Study. Commissioner Bryant made a motion to allow Executive Director Russell the authority to arrange for a firm to conduct this study. Director Russell requested additional time to investigate the matter further and report his findings to the Commission. Commissioner Bryant withdrew his motion.

Director Russell also discussed the need to approve the reformatting of FF I/II recruit school curriculum to 400 hours and FF I/II Bridge program curriculum to 240 hours based on the approved and adopted Administrative Code changes. Based on existing texts and modified teaching outline provided by Fire College staff, the Policy and Procedure/By Laws Committee unanimously approved a motion to forward to the Quarterly Commission meeting.

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

EMS COMMITTEE

Committee Chair Toxey stated there was no official business to discuss for the EMS Committee at this time. However, Chief McKenzie of Fultondale Fire was recognized. Chief McKenzie announced the 50th Anniversary Paramedic Recognition ceremony being held at the Southern Vintage Fire Apparatus Association on May 23, 2024.

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

FACILITIES COMMITTEE

Committee Chair Doss stated the committee received revised drawings from Lathan Architects for the proposed Certification and EMS building. Future meetings are being planned to review the revised drawings. No further business was discussed for the Facilities Committee.

Committee Chair Doss, seeing no further business and, without objection, adjourned the Facilities Committee meeting.

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

UNFINISHED BUSINESS

Executive Director Russell discussed the tuition analysis of all courses offered at the Fire College. Russell made a recommendation to approve a tuition increase effective October 1, 2024.

A motion was made by Commissioner Bryant to adjourn the meeting that was seconded by Commissioner Doss. Commission Chair Pilgreen, seeing no further business, adjourned the meeting at 3:35 pm without objection.

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 April 24, 2024

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, and Derek Toxey. (Attorney Mark Boardman) Quorum was ascertained.

VISITORS

David Thornburg, Arthur Willis, Rick Gregg, Amy Jones, Stentsen Ellenburg, Stan Odom, Justin Baker, Patrick Dunlap, Dianna Dollar, Diana Hewlett, Kimberly Rodriguez, Tim Love, Tracy McNair, Nick Davis, Kim Davis, Eddie McCall, Patricia Hamilton, Bailey Price, Mark Delk, Bryan Harrell, Anna Porter, Stacey Tingle, Ray Grantham, Terri Huddleston, Nikki Bush, Ashley Owens, Roger Wyatt, Richard Pugh, Charlie Dixon, Dalton Branson, Damien Davis, and Brian Dickerson.

AWARDS AND RECOGNITIONS

Executive Director Russell presented the first Employee of the Quarter award to Kimberly Rodriguez. Director Russell stated that Kimberly's work product and work ethic is impeccable and he has high expectations for her future.

The second Employee of the Quarter award was presented to Training Section Chief Arthur Willis. Director Russell stated he is proud of the great work ethic, attention to detail, intelligence, and great decision making. Russell also stated he appreciates all his efforts to make the promotional testing so successful across the state of Alabama.

AGENDA APPROVALS

Commission Chair Pilgreen reviewed the agenda. Commissioner Rice made a motion to approve the amended agenda which includes the item on reformatting of FF I/II Recruit School curriculum and FF I/II Bridge program curriculum. 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

Motion carried.

APPROVAL OF MINUTES

Commissioner Toxey made a motion to approve the minutes from the Work Session and Quarterly Commission meeting on February 1, 2024. Commissioner Rice 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

Motion carried.

Director's Report:

Executive Director Russell submitted a written Training Report, Administration Report, and Regional Report. Director Russell discussed several matters and updates including but not limited to Federal Firefighter course guidelines; recommendation to ratify waiving out of state tuition for federal firefighters; discussion regarding tuition for Eglin AFB; upcoming term expirations for Commissioner Doss and Commissioner Toxey; updated renderings of proposed new EMS and Certification building from Lathan Architects; changes to FF I/II; number of certifications issued and accredited levels of certifications; online course critiques and online skills testing; recommendation for a new training specialist position in Regional Services to work

with the high school career tech programs; and commendation for Senator Arthur Orr for administering lifesaving CPR on fellow Senator Tim Melson on an overseas trip in 2023.

A motion was made by Commissioner Rice to allow the Executive Director to waive out of state tuition for federal firefighters, at the discretion of the Executive Director, including consideration of whether those firefighters provide mutual aid to Alabama firefighters. 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

Motion carried.

A motion was made by Commissioner Rice to establish a new position of Training Specialist in Regional Services and direct the Executive Director to establish a job description for this position. Commissioner Doss 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

Motion carried.

COMMITTEE REPORTS

FINANCE

Commission Chair Pilgreen temporarily assigned Commissioner Toxey to chair the Finance Committee.

Committee Chair Toxey made a committee motion to renew current certificates of deposit at West Alabama Bank & Trust for two years, at a rate of 4.67% annual percentage, and to add \$1,000,000.00 plus or minus, to the certificate of deposit upon maturity of the current certificate of deposit.

Roll call vote was taken.

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

Motion carried.

Committee Chair Toxey made a committee motion to approve the Financial Statements of February 29, 2024 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

Motion carried.

Committee Chair Toxey made a committee motion to approve the selection of an independent auditor, chosen as a result of the competitive bid process the Commission has established which the Commission used for this selection, to be Jackson Thornton Certified Public Accountants and Consultants for a fixed price of \$52,500 annually plus expenses for the next three years.

Roll call vote was taken.

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

Motion carried.

Committee Chair Toxey made a committee motion to authorize the Fire College to use electronic payment methods and ACH payment methods and authorize the Executive Director to sign all necessary documents to effectuate this.

Roll call vote was taken.

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

Motion carried.

POLICY & PROCEDURES/BY-LAWS

Commissioner Rice made a committee motion to approve reformatting of FF I/II recruit school curriculum and FF I/II bridge program curriculum based on existing texts and modified teaching outline provided by AFC staff. 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

Motion carried.

EMS

Committee Chair Toxey stated there was no formal business at this time. Chair Toxey expressed his appreciation to Bailey Price and the EMS staff for their growth and amazing work over the last four years.

FACILITIES

Committee Chair Doss stated the Facilities Committee will be meeting soon to review the latest renderings of the proposed EMS and Certification building.

UNFINISHED BUSINESS

Executive Director Russell presented documentation to the Commission for a proposed tuition increase. Commissioner Doss made a motion to implement the proposed tuition increase brought by Executive Director Russell effective October 1, 2024. The motion was seconded by Commissioner Rice.

Roll call vote was taken.

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

Motion carried.

BUSINESS FROM VISITORS

Justin Baker, Battalion Chief at Mountain Brook Fire and Chief of Training at Rocky Ridge Fire District addressed the Commission. Baker requested consideration to revamp the current physical statement requirements. After much discussion, Executive Director Russell requested time for staff to evaluate the matter and present recommendations to the Commission.

Commission Chair Pilgreen stated the next Work Session will be July 16, 2024 and the next Quarterly Commission meeting will be July 17, 2024.

Commissioner Toxey made a motion to adjourn the meeting. Commissioner Doss seconded the motion. 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 July 16, 2024

The meeting was called to order by Commission Chair Scott Pilgreen at 12:53 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, William Lipscomb, Scott Pilgreen, Allan Rice, Derrick Swanson, Brandy Williams, and Dale Wyatt. (Attorney Mark Boardman) Quorum ascertained.

VISITORS

Arthur Willis, David Thornburg, Amy Jones, Patrick Dunlap, Bailey Price, Shawn Maglothin, Gary Sparks, Kim Davis, Anna Porter, Cece Hubbert, Billy Doss, Skip Kitrell, Tracy McNair, Johnnie Phelps, Todd Kirkland, Reid Vaughan, Stephen Cook, and Paula Pilgreen.

MINUTES

Commission Chair Pilgreen reviewed the agenda items for the Quarterly Commission meeting on July 17, 2024.

Executive Director Russell welcomed the two newest Commission members, Commissioner William Lipscomb and Commissioner Dale Wyatt. Director Russell gave an overview of the current EMS and Certification facility needs and requested that EMS Director Bailey Price present the updated renderings provided by Lathan Architect to the Commission. Price presented details of the proposed EMS and Certification building and answered questions posed by the Commission. Commission Chair Pilgreen requested a recess of the Work Session to allow the Facilities Committee time to meet and review the renderings.

Commission Chair Pilgreen reconvened the Work Session and welcomed Senator Gerald Allen. Senator Allen addressed the Commission regarding current and future budget needs.

Training Section Chief Arthur Willis presented the Training Report to the Commission comparing classes for the 2023-2024 fiscal year with classes from the same period in the 2022-2023 fiscal year. An overview was given of all training classes offered through Career Tech, DOD, Direct Delivery, Field, EMS, Campus, and RTC. Overall, the number of classes increased

by 7 percent and student numbers increased by 3 percent. The number of certifications issued increased by 8 percent from the prior year. Chief Willis gave updates on all ongoing departmental delivery recruit schools and bridge classes; update regarding the process of on campus CPAT; EMS and Paramedic classes; the AFC Critical Care Paramedic class; once it is complete, all full time AFC EMS staff will be FP-C/Critical Care certified; Self-Study/Life Paced EMT class; Advanced EMT/Life Paced class; ASPIRE Sports Institute/Lemak Health taught Sports Responder courses on campus in preparation for statewide rollout; AFC EMS Division hosting Dr. Elwin Crawford and Relias Healthcare physicians and nurse practitioners for clinical skills updates in October; EMS staff provided CPR training to AFC staff; and monthly EMS Challenge with detailed graphs showing an increase in attendance.

Administrative Section Chief David Thornburg presented the Administration Report to the Commission. Thornburg provided updates on the campus generator for the main building; upcoming repairs to the elevator; medical needs shelter for ADPH; progress on revamping the current physical statement form; completed storage facility project for Finance documents; completed paving project of the roads leading into campus; and answered questions regarding the newly installed cameras on the front entrance gates to read car tags by Shelton State Community College. Executive Director Russell commended Chief Thornburg for his work on the paving project.

Regional Section Chief Reid Vaughan presented the Regional Report to the Commission. Vaughan gave updates regarding statewide 160 Volunteer Weekend Program and NFA grant classes; the ongoing efforts by Community Risk Reduction Specialist Jonathan Ledbetter and the Get Alarmed Alabama Smoke Alarm program; and the Mobile Apparatus Simulation Lab. Executive Director Russell commended Chief Vaughan for being awarded the Volunteer Fire Chief of the Year from the Alabama Association of Fire Chiefs and the Volunteer Fire Chief of the Year from the Southeastern Fire Chiefs Association.

Executive Director Russell presented his report to the Commission and discussed several matters and updates pertaining to the Fire College including but not limited to, HB 126 Abram Colin Act and legislation related to individuals with sensory needs and invisible disabilities; SB 59 Tim Melson Act and legislation related to requiring all high school students to receive training in CPR; recognition of Senator Arthur Orr for administering life saving CPR to Senator Melson in July 2023 on an educational and economic development trip to Korea; on campus FF Bridge classes; Dia Del Nino celebration at Sokol Park in Tuscaloosa; panel discussion with the Alabama Association of Emergency Managers at their yearly conference; staff provided a mandatory online Certified Volunteer Firefighter 160 Instructor update with over 375 in attendance; IFSAC Correlation Committee on campus at the end of July; the upcoming Alabama Fire Safety Summit on campus September 5th; reauthorization bill signed into law the Fire Grants and Safety Act (S.870); the East Alabama Regional Training Association's desire to bring the 9/11 Tunnel to Towers NEVER FORGET mobile exhibit to Southern Union Community College on September 11, 2025; documentation for Onboarding of Commissioners; and consideration of replacing the 200 E One Quint apparatus.

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

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 second draft of the May 2024 Financial Statements and FY 2025 Proposed Budget.

Committee Chair Williams discussed several items with the Commission including approval of the May 2024 Financial Statements, proposed FY 2025 Budget, items to be declared for surplus and approved for disposal, proposal for new short-term CD with West Alabama Bank, replacing former Commissioner Doss with Commissioner Wyatt as a signer on our Certificate of Deposit, reserve fund expenditure requests, rollover of projects to FY 2025, and bid award for replacement of wrecked tractor trailer. On motions properly made and seconded, the Finance Committee unanimously approved motions concerning each of these items to forward to the Quarterly Commission meeting.

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

FACILITIES COMMITTEE

Committee Chair Doss stated the committee reviewed the latest renderings from Lathan Architects for the proposed Certification and EMS building. A motion was properly made and seconded in which Executive Director Russell was given the approval to proceed with the proposed architectural plans, additional parking space, seek funding from the State, and produce a budgetary projection plan for the project. The Facilities Committee unanimously approved to forward this motion to the Quarterly Commission meeting. No further business was discussed for the Facilities Committee.

Committee Chair Doss, seeing no further business and, without objection, adjourned the Facilities Committee meeting.

POLICY AND PROCEDURES/BY LAWS COMMITTEE

The Policy and Procedures/By Laws Committee meeting was called to order by Committee Chair Rice. All commissioners were present. Chair Rice stated he would work with Executive Director Russell to determine actions taken in Commission meetings that may need to be added as part of the policies.

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

EMS COMMITTEE

Commission Chair Pilgreen stated that Commissioner Lipscomb will replace Commissioner Toxey as chair of the EMS Committee.

No business was discussed.

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

UNFINISHED BUSINESS

Executive Director Russell provided further details to the Commission regarding the Employee Classification Study. Russell explained that two different companies were researched and interviewed. The AFC staff agreed that Jacksonville State University could provide the best service needed for the Employee Classification Study.

Administrative Section Chief David Thornburg provided an overview of the Physical Statement Requirements to the Commission during his Administration Report.

NEW BUSINESS

Commission Chair Pilgreen requested further information regarding the proposed Administrative Code Changes to 360-X-4-.01 Certified Fire Inspector I, 360-X-4-.02 Certified Fire Inspector II, 360-X-11-.01 Certified Public Fire and Life Safety Educator I, 360-X-11-.02 Certified Public Fire and Life Safety Educator II, and 360-X-17-.01 Certified Plans Examiner I. Director Russell explained that the proposed changes are necessary due to NFPA changes being made to the curriculum.

BUSINESS FROM COMMISSION MEMBERS

Commission Chair Pilgreen requested that all Commissioners submit the Executive Director Performance Appraisal evaluations to Commission Vice Chair Williams as soon as possible. Vice Chair Williams will present the evaluations to the Commission at the Quarterly Commission meeting.

Commission Chair Pilgreen stated the Commission needs to collectively review the Bridge Program and therefore create a Bridge Program Committee. Chair Pilgreen stated the new Bridge Program Committee would consist of five members to include Executive Director Russell, Commissioner Rice, Commissioner Wyatt, Johnnie Phelps from Anniston Fire Department, and Dylan Gardner from Saraland Fire Department.

Commissioner Rice brought a motion amending the agenda to include the contract for the Governmental Affairs Liaison Beth Chapman & Associates, LLC. The motion was seconded by Commissioner Wyatt and unanimously approved by the Commission to move forward to the Quarterly Commission meeting.

Commission Chair Pilgreen, seeing no further business, adjourned the meeting at 4:50 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 17, 2024

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. Chair Pilgreen requested Attorney Mark Boardman administer an Oath of Office to newly appointed Commissioner William Lipscomb and Commissioner Dale Wyatt.

Roll call revealed the following members present: Josh Bryant, William Lipscomb, Scott Pilgreen, Allan Rice, Derrick Swanson, Brandy Williams, and Dale Wyatt. (Attorney Mark Boardman) Quorum was ascertained.

VISITORS

Rick Gregg, Paula Pilgreen, Arthur Willis, Amy Jones, Gary Sparks, Cece Hubbert, Bryan Harrell, David Thornburg, Kimberly Rodriguez, Anna Porter, Diana Hewlett, Kim Davis, Pat Hamilton, Rudy Rooks, Jason Jackson, Tracy McNair, Ray Grantham, Nick Davis, Mark Delk, Damien Davis, Bailey Price, Stacey Tingle, Hannah McCook, Adam Watley, Kiristen Baker, Billy Doss, Tiffany Lyons, Bella Clark, Terri Huddleston, Jeff Ivey, Richard Pugh, Charlie Dixon, and Reid Vaughan.

AWARDS AND RECOGNITIONS

Executive Director Russell commended Reid Vaughan, Regional Section Chief for being awarded Volunteer Fire Chief of the Year from the Alabama Association of Fire Chiefs and Volunteer Fire Chief of the Year from the Southeastern Fire Chiefs Association.

Director Russell stated this is the first year that all funds were expended for Professional Development by AFC staff members. The EMS staff provided CPR training to all on campus staff members the first week of July. Russell commended the following staff members for receiving training and certifications: Cece Hubbert and Anna Porter for receiving Certified Volunteer Fire Fighter certification; Ashley Owens and Terri Huddleston for receiving Public Fire and Life Safety Educator I certification; Diana Hewlett and Kimberly Rodriguez for

receiving Fire Instructor I certification; and Briana Harris, Nick Davis and Kimberly Rodriguez for seeking degrees in higher education.

AGENDA APPROVALS

Commission Chair Pilgreen reviewed the agenda. Commissioner Rice made a motion to amend the agenda and approve the amended agenda for the Quarterly Commission meeting to offer a revised contract with Beth Chapman & Associates, LLC. Commissioner Wyatt seconded the motion.

Roll call vote was taken.

Josh Bryant-Yes
William Lipscomb – Yes
Scott Pilgreen – Yes
Allan Rice – Yes
Derrick Swanson – Yes
Brandy Williams – Yes
Dale Wyatt – Yes

Motion carried unanimously.

APPROVAL OF MINUTES

Commissioner Wyatt made a motion to approve the minutes from the Work Session on April 23, 2024 and Quarterly Commission meeting on April 24, 2024. Commissioner Rice seconded the motion.

Roll call vote was taken.

Josh Bryant-Yes
William Lipscomb – Yes
Scott Pilgreen – Yes
Allan Rice – Yes
Derrick Swanson – Yes
Brandy Williams – Yes
Dale Wyatt – Yes

Motion carried unanimously.

Director's Report:

Training Section Chief Arthur Willis presented the Training Report to the Commission and compared classes from the first three quarters of the 2023-2024 fiscal year to the first three quarters of the 2022-2023 fiscal year. The training report showed the number of classes increased by 7 percent overall and the number of students increased by 3 percent. Certifications increased by 8 percent compared to this time last year. An overview of ongoing and upcoming departmental delivery recruit schools, campus delivery recruit schools, and bridge program classes were given. Chief Willis gave updates on all EMS and Paramedic classes, hosting Relias Healthcare physicians and nurse practitioners for clinical skills in October, increase in the number of participants for EMS Challenge, and the AFC Rescue truck is scheduled to be built in August and hopefully delivered in September.

Administration Section Chief David Thornburg presented the Administration Report to the Commission. Chief Thornburg provided updates on the medical needs shelter for ADPH; the progress made on revamping the Physical Statement Form and physical statement requirements; and the completion of the paving project on the roads leading into campus.

Regional Section Chief Reid Vaughan presented the Regional Report to the Commission. Vaughan gave an update on the statewide volunteer classes being offered on the weekends; the success of the Smoke Alarm program; and the mobile apparatus simulation lab.

Executive Director Russell discussed several matters and updates including but-not limited to HB 126 Abram Colin Act and legislation related to individuals with sensory needs and invisible disabilities; SB 59 Tim Melson Act and legislation related to the requirement of all high school students to receive CPR training; Certified Volunteer 160 update with over 350 students in attendance; hosting the IFSAC correlation committee on campus; making a contribution to the 9/11 Tunnel to Tower Foundation to bring the NEVER FORGET Memorial mobile exhibit to Alabama on September 11, 2025; onboarding of new commissioners; and provided a handout with a list of the current apparatus in inventory.

COMMITTEE REPORTS

FINANCE

Committee Chair Williams made a committee motion to approve the May 31, 2024 Financial Statement as presented.

Roll call vote was taken.

Josh Bryant-Yes
William Lipscomb – Yes
Scott Pilgreen – Yes

Allan Rice – Yes
Derrick Swanson – Yes
Brandy Williams – Yes
Dale Wyatt – Yes

Motion carried unanimously.

Committee Chair Williams made a committee motion to approve the proposed FY 2025 Budget as presented.

Roll call vote was taken.

Josh Bryant-Yes
William Lipscomb – Yes
Scott Pilgreen – Yes
Allan Rice – Yes
Derrick Swanson – Yes
Brandy Williams – Yes
Dale Wyatt – Yes

Motion carried unanimously.

Committee Chair Williams made a committee motion to declare surplus and approve for disposal the items attached in Schedule A, provided by the Chief Financial Officer, with the three smart boards being inoperable.

Roll call vote was taken.

Josh Bryant-Yes
William Lipscomb – Yes
Scott Pilgreen – Yes
Allan Rice – Yes
Derrick Swanson – Yes
Brandy Williams – Yes
Dale Wyatt – Yes

Motion carried unanimously.

Committee Chair Williams made a committee motion to open a certificate of deposit at West Alabama Bank, with signatures as approved at this quarterly meeting, for the money to be used for the purchase of the aerial apparatus, in the approximate amount of \$1,700,000.00 which was received in the supplemental appropriations from the General Fund and from the Education Trust Fund.

Roll call vote was taken.

Josh Bryant-Yes
William Lipscomb – Yes
Scott Pilgreen – Yes
Allan Rice – Yes
Derrick Swanson – Yes
Brandy Williams – Yes
Dale Wyatt – Yes

Motion carried unanimously.

Committee Chair Williams made a committee motion to replace Commissioner Doss with Commissioner Wyatt as a signer on our Certificate of Deposit.

Roll call vote was taken.

Josh Bryant-Yes
William Lipscomb – Yes
Scott Pilgreen – Yes
Allan Rice – Yes
Derrick Swanson – Yes
Brandy Williams – Yes
Dale Wyatt – Yes

Motion carried unanimously.

Committee Chair Williams made a committee motion to approve the reserve fund expenditure requests as follows:

- Job Classification Study - \$7,500.00
- Elevator Modernization and Repair - \$59,650.00
- Tractor Tow Vehicle-Up to the amount of bid award, which will be offset in part by the insurance settlement.
- Tractor Tow Vehicle Rental – Not to exceed \$30,000.00

Roll call vote was taken.

Josh Bryant-Yes
William Lipscomb – Yes
Scott Pilgreen – Yes
Allan Rice – Yes
Derrick Swanson – Yes
Brandy Williams – Yes
Dale Wyatt – Yes

Motion carried unanimously.

Committee Chair Williams made a committee motion to approve the following capital project rollover expenditures to the FY 2025 Budget:

- Drill Field electrification and lighting project - \$95,000.00
- Safety House prop refurbishment - \$30,000.00
- Electronic gate opener - \$25,000.00

Roll call vote was taken.

Josh Bryant-Yes
William Lipscomb – Yes
Scott Pilgreen – Yes
Allan Rice – Yes
Derrick Swanson – Yes
Brandy Williams – Yes
Dale Wyatt – Yes

Motion carried unanimously.

Committee Chair Williams made a committee motion to award the bid for a tractor tow vehicle to Birmingham Freightliner in the amount of \$149,983.00.

Roll call vote was taken.

Josh Bryant-Yes
William Lipscomb – Yes
Scott Pilgreen – Yes
Allan Rice – Yes
Derrick Swanson – Yes
Brandy Williams – Yes
Dale Wyatt – Yes

Motion carried unanimously.

POLICY & PROCEDURES/BY-LAWS

Commissioner Rice stated that he would meet with Director Russell to identify actions taken that may need to be added into the policies.

There was no formal business at this time.

EMS

Commission Chair Pilgreen replaced Commissioner Toxey with Commissioner Lipscomb as chair of the EMS Committee.

There was no formal business at this time.

FACILITIES

Commissioner Bryant made a committee motion to move forward with the plans presented for the EMS/Certification building to approve the architectural renderings, budgetary projections, and the request for funding from the State.

Roll call vote was taken.

Josh Bryant-Yes
William Lipscomb – Yes
Scott Pilgreen – Yes
Allan Rice – Yes
Derrick Swanson – Yes
Brandy Williams – Yes
Dale Wyatt – Yes

Motion carried unanimously.

UNFINISHED BUSINESS

Executive Director Russell explained that feedback was solicited from two different companies regarding an Employee Classification Study. Jacksonville State University's proposal met the intentions of the Commission to evaluate AFC personnel and determine if they are being equitably compensated based on job duties and responsibilities. JSU more closely aligned with what was needed and recommended engaging their services. Funding for the Employee Classification Study was requested and approved by the Finance Committee in today's Commission meeting.

Administrative Section Chief David Thornburg presented an update on the Physical Statement requirements during his Administration Report.

NEW BUSINESS

Commissioner Wyatt made a motion to move forward with the Administrative Code changes presented for 360-X-4-.01 Certified Fire Inspector I, 360-X-4-.02 Certified Fire Inspector II, 360-X-11-.01 Certified Public Fire and Life Safety Educator I, 360-X-11-.02 Certified Public Fire and Life Safety Educator II, and 360-X-17-.01 Certified Plans Examiner I. Commissioner Bryant seconded the motion.

Roll call vote was taken.

Josh Bryant-Yes
William Lipscomb – Yes
Scott Pilgreen – Yes
Allan Rice – Yes
Derrick Swanson – Yes
Brandy Williams – Yes
Dale Wyatt – Yes

Motion carried unanimously.

BUSINESS FROM VISITORS

Chief Gary Sparks from Oxford Fire Department addressed the Commission regarding the Bridge Program.

BUSINESS FROM COMMISSION MEMBERS

The Commission discussed the contract with Beth Chapman & Associates as the Governmental Affairs Liaison. Commissioner Rice made a motion to adopt the attached contract for Beth Chapman & Associates, LLC as amended and authorize Executive Director Russell to execute that contract. Commissioner Wyatt seconded the motion.

Roll call vote was taken.

Josh Bryant-Yes
William Lipscomb – Yes
Scott Pilgreen – Yes
Allan Rice – Yes
Derrick Swanson – Yes
Brandy Williams – Yes
Dale Wyatt – Yes

Motion carried unanimously.

Vice Chair Williams discussed the Performance Appraisal evaluations for Executive Director Russell and made a recommendation to extend his contract by one year which will extend through October 2026. Commissioner Rice seconded the motion.

Roll call vote was taken.

Josh Bryant-Yes
William Lipscomb – Yes
Scott Pilgreen – Yes
Allan Rice – Yes
Derrick Swanson – Yes
Brandy Williams – Yes
Dale Wyatt – Yes

Motion carried unanimously.

Commission Chair Pilgreen stated the next Work Session will be October 15, 2024 and the next Quarterly Commission meeting will be October 16, 2024. Chair Pilgreen called for the meeting to be adjourned. Without objection, the meeting was adjourned at 9:58 a.m.

Respectfully submitted,

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

David M. Russell
Executive Director

A handwritten signature in blue ink that reads "Lonnie Branson".

Lonnie Branson
Secretary


Notarized Oaths of Office
for
Commissioner William Lipscomb
and
Commissioner Roger Dale Wyatt

OATH OF OFFICE

THE STATE OF ALABAMA)

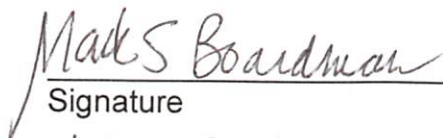
TUSCALOOSA COUNTY)

I, William Lipscomb, do solemnly swear (or affirm as the case may be) that I will support the Constitution of the United States and Constitution of Alabama, so long as I continue a citizen thereof, and that I will faithfully and honestly discharge the duties of the Alabama Fire College and Personnel Standards and Education Commission upon which I am about to enter, to the best of my ability. So help me God.


William Lipscomb

CERTIFICATION OF OFFICER ADMINISTERING OATH

Sworn to and subscribed before me, this 17 day of July, 2024.


Signature
Notary Public
Title



OATH OF OFFICE

THE STATE OF ALABAMA)

TUSCALOOSA COUNTY)

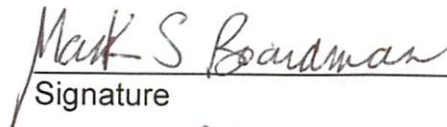
I, Roger Dale Wyatt, do solemnly swear (or affirm as the case may be) that I will support the Constitution of the United States and Constitution of Alabama, so long as I continue a citizen thereof, and that I will faithfully and honestly discharge the duties of the Alabama Fire College and Personnel Standards and Education Commission upon which I am about to enter, to the best of my ability. So help me God.



Roger Dale Wyatt

CERTIFICATION OF OFFICER ADMINISTERING OATH

Sworn to and subscribed before me, this 17 day of July, 2024.



Signature
Notary Public

Title



Finance Motion

Schedule A

Items declared surplus and approved for disposal

Schedule A

Declared surplus and approved for disposal

Item		Fully Depreciated
John Deere Tractor	LV5210S420260	Y
2005 Chevy 2500 Truck	1GCHK23265F949871	Y
HP Plotter	MY0243303K	Y
2008 Chevy Trailblazer	1GNDS135782251992	Y
2006 Eagle Air Compressor		Y
75" Clear Touch Smart Board	42190416000653	N
75" Clear Touch Smart Board	42190417001750	N
75" Clear Touch Smart Board	42190417001864	N
Misc. Inoperable PCs (approx 15)		Y
Misc. Sound Equipment (replaced by upgrades)		Y
Six outdated Wi-Fi access points		Y
Outdated office equipment (Two small copiers)		Y

Revised Contract
for
Beth Chapman & Associates, LLC

**RENEWAL OF STATE OF ALABAMA MEMORANDUM OF AGREEMENT
BETWEEN
ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION
AND
BETH CHAPMAN & ASSOCIATES, LLC**

THIS AGREEMENT ("Agreement"), by and between the Alabama Fire College and Personnel Standards Commission (hereinafter called the "Fire College"), and Beth Chapman & Associates, LLC (hereinafter called "Contractor") is for the purpose of:

Brief description of services/scope of work:

Development and implementation of a corporate relations program that will promote the mission and programs of the Fire College, generate monetary and in-kind support for the Fire College, and enhance the Fire College's profile within the corporate community.

1. CONTRACTOR'S DUTIES. The Contractor will:

- 1) Identify and cultivate relationships with potential corporate partners both within and outside of the fire service.
- 2) Work with the Fire College to develop the overall equipment and financial needs that corporate partners can help meet.
- 3) Become familiar with Fire College training programs and how these programs can be of benefit to corporate partners.
- 4) Provide consulting advice related to effective corporate partnerships.
- 5) Identify grant opportunities from corporations, trusts, foundations, governmental agencies, and other sources.
- 6) Provide regular reporting to determine effectiveness.
- 7) Lobby the Alabama Legislature.

2. FIRE COLLEGE'S DUTIES. The Fire College will:

- 1) Provide adequate direction and support for effective performance of the Contractor.
- 2) Upon presentation of an invoice and other required documentation, compensate the Contractor in the manner described within this Agreement.

A. **COMPENSATION**. Compensation shall be paid by the Fire College to Contractor monthly in the total amount of \$6,500.00 for all services performed and goods or materials supplied by Contractor pursuant to this Agreement.

B. **TERMS OF PAYMENT**. Payments made under this Agreement shall be made from budgeted funds of the Fire College in accordance with the Public Law 94-482 and such laws of the state of Alabama as may apply. Payment shall be made by the Fire College within a reasonable time after Contractor's presentation at the end of each month of an invoice(s) for services performed and after acceptance by the Fire College.

3. **TERM**

The term of this Memorandum of Agreement shall be two years from the date the Personnel Standards and Education Commission approves the MOA. However, at either of the two of the Commission's quarterly meetings closest to the one-year anniversary of the Commission's approval, the Commission may vote each year whether to extend the MOA for an additional year. The purpose of this potential extension is to ensure continuity, meaning when one year ends, the Commission may decide to add an additional year to the MOA. An increase in remuneration may also be considered by the Commission and the Contractor at that time.

4. **CANCELLATION AND TERMINATION OF AGREEMENT**

This Agreement may be cancelled or terminated, with or without cause, by either party hereto upon ten days written notice to the other party.

5. **IMMIGRATION LAW COMPLIANCE (please check appropriate section)**

Contractor addresses compliance required with the Alabama Immigration Law by selecting one of the applicable provisions below:

 X A. **COMPLIANCE WITH ALABAMA IMMIGRATION LAW NOT REQUIRED.**
The reason that compliance is not required by the Contractor is due to the following:

- X 1. Contractor does not employ one or more employees within the State of Alabama; OR
2. Other reason that is listed here: _____.

 B. **COMPLIANCE WITH ALABAMA IMMIGRATION LAW REQUIRED.**
Contractor has enrolled in the E-Verify program. Contractor's E-Verify number is _____. A copy of the first and last page (signature page) from Contractor's Memorandum of Understanding for the E-Verify program is attached hereto Exhibit A. In compliance with the Alabama Code §31-13-9(b), this Agreement shall be considered documentation from Contractor to the Fire College establishing that the Contractor is enrolled in the E-Verify program.

6. **NOTICES**

All notices hereunder by either party to the other shall be (i) in writing, (ii) delivered by hand-delivery; overnight courier such as UPS; certified mail with return receipt requested and postage prepaid; or first class mail, postage prepaid and (iii) addressed as follows:

To Contractor: Beth Chapman & Associates, LLC
c/o Beth Chapman
809 Mill Springs Place
Birmingham, Alabama 35244

To Fire College: Alabama Fire College and Personnel Standards Commission
c/o David M. Russell, Executive Director
2501 Phoenix Drive
Tuscaloosa, Alabama 35405

or to such other persons or places as either party may from time to time designate by written notice to the other. Any such notices shall be deemed to be sufficiently given or served upon any party hereto when (i) sent by hand delivery to the address set forth above, (ii) deposited in the United States mail by certified mail, return receipt requested, postage prepaid and addressed as provided above, (iii) deposited with a nationally recognized overnight delivery courier service for next business day delivery and addressed as set forth above or (iv) sent first class mail, postage prepaid and addressed as provided above. The above addresses may be changed by written notice to the other parties given in the manner set forth above.

7. **ASSIGNMENT**

The Contractor shall neither assign nor transfer any of its rights or obligations under this Agreement without the prior written consent of the Fire College.

8. **LIABILITY**

The Contractor shall indemnify, save and hold the Fire College, its representatives, employees, and agents harmless from any and all claims and/or causes of action (including all attorneys' fees incurred by the Fire College) arising from the performance of this Agreement by the Contractor or Contractor's agents or employees.

9. **ENTIRE AGREEMENT**

The terms and provisions contained herein constitute the entire agreement between the parties and shall supersede all previous communications, agreements, and proposals between the parties hereto with respect to the subject matter this Agreement.

10. **JURISDICTION AND VENUE**

This Agreement and any amendments thereto, shall be governed by the laws of the state of Alabama. Venue for all legal proceedings arising out of this Agreement, or breach thereof, shall be in the state or federal court with competent jurisdiction in the state of Alabama.

11. **AMENDMENTS**

Any amendments to this Agreement shall be in writing and shall be executed by all parties hereto.

WITNESS WHEREOF, the undersigned have caused this Agreement to be executed on the date indicated below.

**ALABAMA FIRE COLLEGE and
PERSONNEL STANDARDS
COMMISSION**

**BETH CHAPMAN & ASSOCIATES,
LLC**

BY: _____

— David M. Russell
ITS: Executive Director

DATE: _____

—

BY: _____

— Beth Chapman
ITS: President

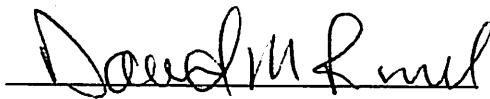
DATE: _____

**Extension of Contract
for
Executive Director
Matt Russell**

This contract having previously been extended until 2025, in accordance with the vote of the Commission at the Commission meeting on July 17, 2024, the contract dated March 16, 2017 is extended until the third quarterly Commission meeting of 2026.

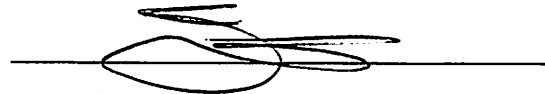
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Alabama Fire Fighters' Personnel Standards
And Education Commission and Alabama
Fire College



David M. "Matt" Russell
Executive Director

By:



Scott Pilgreen, Its Chairman

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS & EDUCATION COMMISSION

Commission Work Session Meeting October 15, 2024

The meeting was called to order by Commission Chair Scott Pilgreen at 12:45 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, William Lipscomb, Scott Pilgreen, Allan Rice, Brandy Williams, and Dale Wyatt. (Attorney Mark Boardman) Quorum ascertained.

Derrick Swanson was absent.

VISITORS

David Thornburg, Arthur Willis, Amy Jones, Claire Lipscomb, Cece Hubbert, Skip Kittrell, Kim Davis, Josh McDaniel, Buddy Wilks, Justin Baker, Patrick Dunlap, Tracy Thornton, Rudy Rooks, Tracy McNair, Reid Vaughan, Howard Popple and Beth Chapman.

MINUTES

Commission Chair Pilgreen reviewed the agenda items for the Quarterly Commission meeting on October 16, 2024. He then asked Executive Director Russell for the Executive Director's report.

Executive Director Russell called on Training Section Chief Arthur Willis who presented the Training report to the Commission comparing classes for the 2023-2024 fiscal year with classes from the same period in the 2022-2023 fiscal year. An overview was given of all training classes offered through Career Tech, DOD, Direct Delivery, Field, EMS, Campus, and RTC. Overall, the number of classes increased by 8 percent and student numbers increased by 5 percent. The number of certifications issued increased by 22 percent from the prior year. Chief Willis gave updates on all ongoing departmental delivery recruit schools, campus delivery recruit schools, and bridge classes; 2024-2025 AFC Paramedic classes; the AFC Critical Care Paramedic class; EMT enrollment; the Life Paced Advanced EMT pilot class; the upcoming EMS Challenge in Gulf Shores; the Alabama EMS Conference scheduled in Orange Beach in November; updating an Emergency Medical Responder class; the final inspection, progress, and expected delivery of the new rescue truck; and schedule of promotional testing.

Executive Director Russell next called on Administrative Section Chief David Thornburg who presented the Administration Report to the Commission. Thornburg gave updates on the power poles being delivered to campus that will extend electricity on the drill field; details regarding the AMAS full scale exercise scheduled for the first week of December; the process of selecting a textbook; and updates on the Fire College Physical Statement Requirements form.

Executive Director Russell next called on Regional Section Chief Reid Vaughan who presented the Regional Report to the Commission. Vaughan gave updates regarding the AFC awarded AFG grant, NFA requested academic inventory, regional staff and proctor updates, the Annual Firefighter Memorial service that was recently held on campus the first weekend in October, HB 126 Invisible Disabilities training, Peer Support Clinician course, an updated schedule of volunteer weekend classes, Chief 101 class, 2025 Explorer Weekend, AFG/SAFER grants, driving and prop simulators, and the progression of renovations on the donated Fire Safety House.

Executive Director Russell completed his report to the Commission by discussing several matters and updates pertaining to the Fire College including but not limited to, the Onboarding Handbook for Commissioners; AFC Salary and Classification analysis; Pipeline Emergency Response Grant; NFPA 1030 updated curriculum; updating levels for NFPA 1010, NFPA 1081, and NFPA 1550; usage requirements for new 2024 ERG's; 2025 Fire Fighter Distinctive License Plate and Tag List; drug screens and background checks of self-sponsored recruits and EMS students; On Watch AFC Blog; and the website and dashboard upgrades.

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

FINANCE COMMITTEE

Finance Committee Chair Brandy Williams called the Finance Committee meeting to order. Chief Financial Officer, Cece Hubbert, presented the draft of the August 2024 Financial Statements.

Committee Chair Williams discussed several items including declaring 35 chairs and tables as surplus for donating to local volunteer fire departments, approval of the August 2024 Financial Statements, and approval of the AFG Grant matching funds up to \$75,000.00. On motions properly made and seconded, the Finance Committee approved motions concerning each of these items to forward to the Quarterly Commission meeting.

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

POLICY AND PROCEDURES/BY LAWS COMMITTEE

The Policy and Procedures/By Laws Committee meeting was called to order by Committee Chair Rice. Executive Director Russell provided further information regarding the proposed changes to donated leave in the Employee Leave Policy. On a motion properly made and seconded, the Policy and Procedures/By Laws Committee approved a motion to forward these items to the Quarterly Commission meeting.

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

EMS COMMITTEE

Committee Chair Lipscomb expressed appreciation and stated that he is pleased with the EMS report, hard work, and dedication from all EMS staff to the program.

Chair Lipscomb stated there was no business to discuss.

FACILITIES COMMITTEE

The Facilities Committee was called to order by Commissioner Bryant. Commissioner Bryant discussed the latest renderings and estimated costs of the proposed EMS/Certification building. Commissioner Rice made a committee motion to formally adopt the legislative request for the proposed building and allow the Executive Director to coordinate appropriate efforts with all resources to secure the funding. Commissioner Wyatt seconded the motion to move forward to the Quarterly Commission meeting.

Commissioner Bryant, seeing no further business and, without objection, adjourned the Facilities Committee meeting.

BRIDGE COMMITTEE

Committee Chair Wyatt stated that the Bridge Committee needs more time to review the Bridge Handbook and make changes that may be necessary to improve the processes already in place.

Committee Chair Wyatt, seeing no further business and, without objection, adjourned the Bridge Committee meeting.

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

UNFINISHED BUSINESS

Executive Director Russell provided further details to the Commission regarding the Administrative Code changes to 360-X-4-.01 Certified Fire Inspector I, 360-X-4-.02 Certified Fire Inspector II, 360-X-11-.01 Certified Public Fire and Life Safety Educator I, 360-X-11-.02 Certified Public Fire and Life Safety Educator II, and 360-X-17-.01 Certified Plans Examiner I. Director Russell explained that the proposed changes are necessary due to NFPA changes being made to the curriculum. A public hearing is scheduled for the Quarterly Commission meeting on October 16, 2024.

NEW BUSINESS

Commission Chair Pilgreen requested further information regarding the proposed Administrative Code Changes to Chapter 360-X-1-.01 General Regulations and Administrative Procedures. Executive Director Russell explained that the proposed changes to the language are to include members of volunteer fire departments certified by the Alabama Forestry Commission and active affiliated members of the Alabama Association of Rescue Squads. The proposed changes were approved by the Commission to forward to the Quarterly Commission meeting.

BUSINESS FROM VISITORS

Howard Popple addressed the Commission.

Legislative Affairs Liaison, Beth Chapman, addressed the Commission and gave updates on the previous legislative session as well as the upcoming budget and legislative session.

BUSINESS FROM COMMISSION MEMBERS

Commissioner Wyatt made a motion for the Commission to enter into an Executive Session. The motion was seconded by Commissioner Bryant.

Attorney Mark Boardman read the following statement:

I certify to the Personnel Standards and Education Commission that the Commission can meet in Executive Session to discuss the general reputation and character, physical condition, professional competence, and/or mental health of individuals. However, this discussion in Executive Session cannot include the job performance of any elected or appointed public official, any appointed member of a state or local board or commission, or a public employee who is required to file a Statement of Economic Interests with the Alabama Ethics Commission. But the Commission may discuss the job performance of those who do not meet the above criteria. Nevertheless, this discussion in Executive

Session cannot include the salary, compensation, and job benefits of any specific public employee. This is in compliance with *Alabama Code* §36-25A-7(a)(1). I estimate the Executive Session will last twenty minutes.

Commission Chair Pilgreen called for a vote. The motion passed unanimously. The Executive Session then commenced.

Commissioner Wyatt made a motion to close the Executive Session and return to the Work Session. The motion was seconded by Commissioner Rice and approved by all Commission members present.

The Commission resumed to the Open Session. Chair Pilgreen, seeing no further business, adjourned the meeting at 4:11 pm, without objection.

Respectfully submitted,

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

David M. Russell
Executive Director

A handwritten signature in blue ink that reads "Lonnie Branson".

Lonnie Branson
Secretary

ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS & EDUCATION COMMISSION

Quarterly Commission Meeting October 16, 2024

The meeting was called to order by Commission Chair Scott Pilgreen at 9:02 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, William Lipscomb, Scott Pilgreen, Allan Rice, Brandy Williams, and Dale Wyatt. (Attorney Mark Boardman) Quorum was ascertained.

Derrick Swanson was absent.

VISITORS

Rick Gregg, Dalton Branson, Arthur Willis, Amy Jones, Patrick Dunlap, Jim Terrell, Cece Hubbert, Jeff Ivey, Diana Hewlett, Kim Davis, Dianna Dollar, Kimberly Rodriguez, Eddie McCall, Patricia Hamilton, Nick Davis, Nick Jones, Tracy McNair, David Thornburg, Bryan Harrell, Bailey Price, Mark Delk, Ashley Owens, Terri Huddleston, Nikki Bush, Ray Grantham, Chris Mullins, Nathan Springer, Billy Doss, Reid Vaughan.

AWARDS AND RECOGNITIONS

Executive Director Russell presented the Employee of the Quarter award to Jim Terrell and Toby Rigsby, the program managers of the Peer Support program. Director Russell requested an update on the program. Jim updated the Commission and gave an overview of the classes and training offered throughout the state along with the peer support administered over the last year. Director Russell stated that Jim and Toby have done so much to support the fire service community and deserve the Employee of the Quarter award.

AGENDA APPROVALS

Commission Chair Pilgreen reviewed the agenda. Commissioner Rice made a motion to approve the agenda for the Quarterly Commission meeting. Commissioner Wyatt seconded the motion.

Roll call vote was taken.

Josh Bryant – Yes
William Lipscomb – Yes
Scott Pilgreen – Yes
Allan Rice – Yes
Brandy Williams – Yes
Dale Wyatt – Yes

Motion carried.

APPROVAL OF MINUTES

Commissioner Wyatt made a motion to approve the minutes from the Work Session on July 16, 2024 and the Quarterly Commission meeting on July 17, 2024. Commissioner Lipscomb seconded the motion.

Roll call vote was taken.

Josh Bryant – Yes
William Lipscomb – Yes
Scott Pilgreen – Yes
Allan Rice – Yes
Brandy Williams – Yes
Dale Wyatt – Yes

Motion carried.

Director's Report:

Executive Director Russell began his report by calling on Training Section Chief Arthur Willis who presented the Training Report to the Commission comparing classes from the 2022-2023 fiscal year to the 2023-2024 fiscal year. The training report showed that classes increased overall by 8 percent and the number of students increased by 5 percent. Certifications increased by 22 percent compared to the prior year. There are nine departmental delivery recruit schools, seven campus delivery recruit schools and one bridge program this quarter. Chief Willis gave updates on all EMS and Paramedic classes and stated that the new rescue truck went through a final inspection and should be delivered by November.

Executive Director Russell next called on Administration Section Chief David Thornburg who presented the Administration Report to the Commission. Chief Thornburg provided updates on the power poles being delivered to extend electricity around the drill field; the upcoming full scale AMAS exercise being held on campus the first week in December; an explanation of the textbook selection process; and the progression of the updates to the Physical Statement Requirements form.

Executive Director Russell next called on Regional Section Chief Reid Vaughan who presented the Regional Report to the Commission. Vaughan gave updates on the National Fire Academy's academic inventory; HB 126 Invisible Disabilities program; Chief 101 class; new props and driving simulators being used throughout the state for training; and the donated Fire Safety House trailer from Vestavia Hills.

Executive Director Russell next discussed several matters and updates including but-not limited to the Onboarding Handbook and processes for Commissioners; Employee Classification Study; Pipeline Emergency Response Grant and support for the APERI program; updates to NFPA 1030 and NFPA 1010; and updates to the website and dashboard.

COMMITTEE REPORTS

FINANCE

Committee Chair Williams made a committee motion to declare 35 chairs and 10 tables as surplus and allow these to be donated to local volunteer fire departments, authorizing the Executive Director to take the action necessary to do so.

Roll call vote was taken.

Josh Bryant – Yes
William Lipscomb – Yes
Scott Pilgreen – Yes
Allan Rice – Yes
Brandy Williams – Yes
Dale Wyatt – Yes

Motion carried.

Committee Chair Williams made a committee motion to approve the August 31, 2024 Financial Statement as presented.

Roll call vote was taken.

Josh Bryant – Yes
William Lipscomb – Yes
Scott Pilgreen – Yes
Allan Rice – Yes
Brandy Williams – Yes
Dale Wyatt – Yes

Motion carried.

Committee Chair Williams made a committee motion to approve the authorization of matching funds up to \$75,000.00 for an AFG Grant.

Roll call vote was taken.

Josh Bryant – Yes
William Lipscomb – Yes
Scott Pilgreen – Yes
Allan Rice – Yes
Brandy Williams – Yes
Dale Wyatt – Yes

Motion carried.

POLICY & PROCEDURES/BY-LAWS

Committee Chair Rice made a committee motion to approve a revision to the Leave Policy as presented that would double the amount of donated leave available to Fire College employees under catastrophic circumstances with Executive Director approval. The motion also approved to remove part of the Leave Policy that prohibited an employee with a lower pay grade from donating time to an employee with a higher pay grade.

Roll call vote was taken.

Josh Bryant – Yes
William Lipscomb – Yes
Scott Pilgreen – Yes
Allan Rice – Yes
Brandy Williams – Yes
Dale Wyatt – Yes

Motion carried.

EMS

Committee Chair Lipscomb expressed his appreciation to the EMS department for their hard work and dedication to producing EMT's, Advanced EMT's and Paramedics helping to protect our communities across the state of Alabama.

There was no formal business at this time.

FACILITIES

Commissioner Bryant stated the Facilities Committee provided updated architectural renderings of the proposed EMS/Certification building project along with an estimated budget total from the architects. Commissioner Bryant made a committee motion to approve the preliminary estimated costs at 14.5 million dollars to construct the proposed EMS/Certification building and direct the Executive Director to seek legislative appropriations for this construction project.

Roll call vote was taken.

Josh Bryant – Yes
William Lipscomb – Yes
Scott Pilgreen – Yes
Allan Rice – Yes
Brandy Williams – Yes
Dale Wyatt – Yes

Motion carried.

BRIDGE COMMITTEE

Committee Chair Wyatt stated that additional time was needed to review the program.

There was no formal business at this time.

UNFINISHED BUSINESS

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-4-.01 Certified First Responder Inspector, 360-X-4-.02 Certified Fire Inspector, 360-X-11-.01 Certified Fire and Life Safety Educator I, 360-X-11-.02 Certified Fire and Life Safety Educator II, and 360-X-17-.01 Certified Fire Plans Examiner. No one spoke.

Executive Director Russell stated that he received one public comment for the Certified Fire Inspector Programs. The change and public comment received was to remove the prerequisite to have Certified Fire Inspector I or Certified First Responder Inspector. Director Russell requested that the Commission accept that public comment as a change and include it in the Administrative Code.

Commissioner Rice made a motion to adopt and certify the changes to the Administrative Code for Chapter 360-X-4-.01 Certified First Responder Inspector, 360-X-4-.02 Certified Fire Inspector, 360-X-11-.01 Certified Fire and Life Safety Educator I, 360-X-11-.02 Certified Fire

and Life Safety Educator II, and 360-X-17-.01 Certified Fire Plans Examiner which includes accepting the public comment as an additional change. Commissioner Wyatt seconded the motion.

Roll call vote was taken.

Josh Bryant – Yes
William Lipscomb – Yes
Scott Pilgreen – Yes
Allan Rice – Yes
Brandy Williams – Yes
Dale Wyatt – Yes

Motion carried.

NEW BUSINESS

Administrative Code Changes

Chapter 360-X-1-.01 General Regulations and Administrative Procedures

Executive Director Russell stated the changes being presented for 360-X-1-.01 General Regulations and Administrative Procedures are to clarify the language in the Administrative Code to align with current processes at the Fire College. This change will allow members of volunteer fire departments certified by the Alabama Forestry Commission and active affiliated members of the Alabama Association of Rescue Squads to attend certification courses taught at locations other than the Alabama Fire College, except where courses are established through the AFC Industrial or DOD Programs Division or by an articulation agreement with a post-secondary institution.

Commissioner Wyatt made a motion to move forward with the process of Administrative Code changes presented for 360-X-1-.01 General Regulations and Administrative Procedures. Commissioner Lipscomb seconded the motion.

Roll call vote was taken.

Josh Bryant – Yes
William Lipscomb – Yes
Scott Pilgreen – Yes
Allan Rice – Yes
Brandy Williams – Yes
Dale Wyatt – Yes

Motion carried.

Executive Director Russell thanked the Commission for their support on moving forward with the proposed EMS/Certification building project and adoption of policies to look after the well-being of our staff members.

Commission Chair Pilgreen thanked the Executive Director and AFC staff for the daily work and operations of the Fire College.

Commission Chair Pilgreen stated the next Work Session will be January 21, 2025 and the next Quarterly Commission meeting will be January 22, 2025. Chair Pilgreen called for the meeting to be adjourned. Without objection, the meeting was adjourned at 9:42 a.m.

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