

# **ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION**

## **Quarterly Commission Meeting January 16, 2008**

The meeting was called to order by Chairman Butch Zaragoza at 9:10 a.m. The meeting was held at the Alabama Fire College in Tuscaloosa, Alabama.

Roll call revealed the following members present: David Boyd, Bill Bulman, Ralph Cobb, Dwight Graves, Edward Paulk, Dale Wyatt, and Butch Zaragoza  
Quorum ascertained.

### **VISITORS**

Bryan Breland, Teresa Stone, David Thornburg, Bill Warren, Derrick Swanson, Forney Howard, Tim Blakemore, Jimmy Conner, Eddie McCall, Chris Little, Gary Waters, Stan Odom, Julie Coffman, Patrick Draper, Jerry Laughlin, Donna Love, Dr. Mark Heinrich

### **MINUTES**

Commissioner Bulman made a motion to approve the minutes of October 17, 2007. It was seconded by Commissioner Boyd.

The motion carried unanimously.

Chairman Zaragoza asked Jerry Laughlin and Bryan Breland to introduce the recently hired employees under their respective divisions. Jerry Laughlin also introduced the President of Shelton State Community College, Dr. Mark Heinrich.

Executive Director Rice was delayed due to the interstate being closed. Chairman Zaragoza deferred Item A on the Agenda and asked Jerry Laughlin to explain Item B.

#### **B. Tiered Designation System for Certification Courses**

Laughlin went over the 3-Tier Program explaining the expanded list of extension courses, how they would need to be taught in the field and the special requirements for specific courses. The Commissioners agreed with this proposal.

Commissioner Paulk made a motion to adopt the Tiered Classification System with the understanding that the policy is subject to change with the needs of the fire service. Commissioner Graves seconded the motion.  
Motion carried unanimously.

#### **C. Personnel Policies**

Breland has developed a Personnel Policy based on our relationship with postsecondary. The State Board of Education directive has been used except where the Alabama Fire College does not fit their system. Chairman Zaragoza opened the floor for discussion.

Commissioner Bulman made a motion to add a Commissioner on the hiring committee for the Deputy Director position. Commissioner Boyd seconded. Motion carried unanimously.

Commissioner Cobb made a motion to change the wording in section 601.02 line 5 from "to foster black persons and women, including black women," to "to foster minority persons and women having equal and effective participation". Commissioner Graves seconded. Motion carried unanimously.

Chairman Zaragoza requested a 5 minute recess. Executive Director Rice arrived at the meeting at 10:00 a.m. Meeting resumed at 10:15 a.m.

Commissioner Bulman made a motion to adopt the Personnel Policy with amendments. Commissioner Boyd seconded. The motion carried unanimously.

## **Directors Report:**

### **A. Training**

Director Rice stated that the training numbers are up from last fiscal year and above our ten year average. We appreciate the fire service support.

Dr. Mark Heinrich from Shelton State is interested in the best possible things happening for this institution.

Poison Center update: Meeting with Dr. Heinrich indicated that he is agreeable to the memorandum of agreement that has been drafted by Breland. There will be an administrative transfer but they will physically remain on the Fire College campus for the time being.

Bookstore update: We have always been the distributor for the IFSTA books and we are actively engaged in reassuming the operations of the bookstore. Dr. Heinrich supports the move. We will need to order supplies, fixtures, etc. and do some remodeling.

The Paramedic Program has begun with 21 students. They are following a shift-based pattern which takes us a little beyond the normal 42 week program. We are pleased to be back in a mutual relationship with Allied Health at Shelton State. We have a vacancy for an EMS Program Manager and will be posting that shortly. We will involve Shelton State in the search committee, but they will be our employee.

Alabama EMA Grant Awards: We have received a \$10,000.00 direct sub-grant from EMA to conduct a workshop for Incident Management Team Training, here at the Fire College. It will probably be a three day workshop which will be eligible for certification.

Thyssen-Krupp, a major German steel manufacturer, will have some representatives here today for a meeting with Commissioner Paulk at 3:00 p.m. They are interested in the Fire College providing their firefighter and industrial training.

The switchboard has been reinstated. The number is 205-391-3744. The toll free number is also routed to that number.

All of the Fire College employees will have completed the state mandated ethics training by January 31, 2008.

The Joint Fire Council has invited all of the major fire service entities to a meeting February 1, 2008, here at the Fire College. They will be formulating a legislative agenda for the upcoming session.

Chairman Zaragoza asked Director Rice to go over the Annual Report for 2006-2007.

#### **D. Changes to Administrative Code**

Chairman Zaragoza said that there will be a Special Called Commission meeting after the updated policy is complete. Breland explained that the proposed changes need to be addressed in a public hearing. After the final draft is complete it will be submitted to the Administrative Monthly.

#### **E. 2008 Legislative Program**

Commissioner Cobb, Commissioner Boyd, Director Rice and Deputy Director Breland, met with the Chancellor on January 9<sup>th</sup>. Commissioner Boyd made two recommendations.

Number 1: Commission not actively pursue passage of the legislation in the upcoming session.

Number 2: The chairman arrange a meeting between a delegation of commissioners, the chancellor and Senator Phil Poole to seek Senator Poole's advice in modifying the legislation to improve the chances of its passage.

Commissioner Boyd put it in the form of a motion and Commissioner Paulk seconded it. The motion carried unanimously.

#### **OLD BUSINESS**

Commissioner Bulman requested an update on the regional coordinator idea. Director Rice said that we already have the Fire Service Development positions in place and they are doing what the regional coordinators would be doing. On January 23, there will be a

budget/strategy meeting and all postsecondary funded agencies will be asked to reduce their budget by 5 percent. The following budget will probably be mandated to cut another 5 percent, which is another concern for re-instating the regional coordinators at this time.

Director Rice introduced Donna Love, the new Planning Officer.

#### **NEW BUSINESS**

None

#### **BUSINESS FROM VISITORS**

Chief Gary Waters from Pelham gave an update on the Shelby County Fire and EMS Training Center. Eighteen agencies have agreed to help with the funding. The volunteer firefighter is the focus. In April 2008, the 7<sup>th</sup> Annual Wildland Fire Academy will begin. An open invitation has been offered to anyone interested in learning this very important facet of firefighting. The Department of Homeland Security is going to host it at Fort McClellan, and they will provide room and board at no cost to the student. He would like to see the Fire College involved and even sanction this. Chief Waters thanked the leadership and staff of the Fire College.

#### **BUSINESS FROM COMMISSIONERS**

Chairman Zaragosa said they were working on an evaluation form for the executive director and would have that ready for review by the next quarterly meeting.

The Special Called Commission Meeting will be conducted on February 4, 2008 at 11:00 a.m. at the Alabama Fire College.

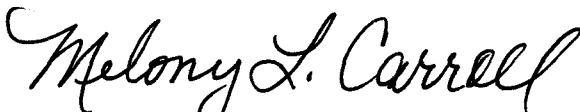
Next Quarterly Commission Meeting will be April 16, 2008 at the Alabama Fire College.

Commissioner Bulman made a motion to adjourn the meeting. Commissioner Boyd seconded it and the motion carried.

Respectfully submitted,



Allan Rice  
Executive Director



Melony L. Carroll  
Secretary

# **ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION**

## **Special Called Commission Meeting February 4, 2008**

The meeting was called to order by Chairman Butch Zaragoza at 11:00 a.m. The meeting was held at the Alabama Fire College in Tuscaloosa, Alabama.

Roll call revealed the following members present: David Boyd, Bill Bulman, Ralph Cobb, Dwight Graves, Edward Paulk, Dale Wyatt, and Butch Zaragoza.

Quorum ascertained.

### **VISITORS**

Bryan Breland, Jimmy Conner, Robert Taylor, Ricky Brooks, Randy Mixon, Scott Pilgreen, Stan Odom, Ethan Dorsey, Gary Patrick, Ricky Phillips, Kevin Conklin, Melvin Potter, Greg Cunningham, Wayne Shirley, Terry Walker, Walter Hubbard, Jim Golden, Jerry Laughlin, Harold Parker, Neal Marberry, Byron Pigg, Adam Jones, Lee Lamar, Forney Howard, James Robinson, Terry Brown, Stanley Gann, Gary Sparks, Donna Love

### **PURPOSE OF SPECIAL CALLED MEETING**

Chairman Zaragoza stated that this meeting is to discuss proposed changes to the Administrative Code. A draft was introduced at the January 16<sup>th</sup> meeting. Commissioner Cobb noted that these proposals will be available to the public and will include a Public Hearing, before final action is taken. The 28 page document is attached to these minutes. Jerry Laughlin explained the timeline for the Administrative Procedures Act. It is required that the public be notified of proposed law changes. The Administrative Monthly has a February 20<sup>th</sup> deadline for the March issue. Once the Public Hearing takes place then it is re-published with the final approved changes and submitted to Administrative Monthly. Changes must be published 30 days before they are effective which should be approximately June 1<sup>st</sup>.

Director Rice reviewed the document page by page. The commissioners discussed the proposed changes to be followed up by Breland.

Commissioner Bulman made a motion to accept the Administrative Code and it was seconded by Commissioner Graves. The motion carried unanimously.

The approved changes to the Administrative Code are posted on the Alabama Fire College website and are included in these minutes:

**Rules of the Alabama Fire College and  
Personnel Standards Commission**

**CHAPTER 360-X-1**

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

The General Regulations and Administrative Procedures Section of the Rules and Regulations of the Commission covers those areas that are required for all levels of certification and personnel administration. ~~As each level of certification is developed a section will be added to cover the specific requirements for that level.~~ Specific requirements for each level are set forth in separate provisions that follow this section.

NOTE: Participation in the certification program shall not be mandated for any level or position of fire service personnel except trainee which is required by the Code of Alabama 36-32-7.

**1.    Responsibilities of the chief of each fire fighting agency.**

- a. The chief shall be responsible to see that all required forms and necessary information is properly filed with the office of the Commission.
- b. The chief shall be responsible to see that each employee, who is required, receives the required training at an approved school ~~within the time set forth in the Code of Alabama 36-32-7.~~
  7. Training is required under State Law when:
    1. The employee is a firefighter or fire protection personnel as defined in §36-32-1, and
    2. The firefighter is employed by a "fire fighting agency", as defined in §36-32-1, and
    3. The firefighter provides services to the public, and
    4. The firefighter receives compensation for those services, and
    5. Compensation received obligates the firefighter to perform.
- c. The chief shall be responsible to see that required training is conducted within the time set forth in the Code of Alabama 36-32-7. When an employee is voluntarily or involuntarily terminated from employment and rehired by the same employer, such employment shall be calculated as though employment was continuous since the time of the first employment date.

- ~~ed.~~ The chief shall cooperate with the Commission and Executive Director in carrying out the mandates and responsibilities of the Code of Alabama 36-32-1 through 36-32-12 and the By-Laws and Regulations of the Commission.
- ~~de.~~ The chief shall be responsible to see that his instructors are kept informed of the procedures for certification.

## 2. Personnel records and information.

### a. Notice of Employment of new personnel.

1. The chief shall, within ten (10) days after the date of employment of a new employee subject to these rules, file with the office of the Commission the following forms:
  - a. ~~a completed~~ AFC & PSC Form-04 entitled "Notice of Employment."
  - b. AFC & PSC Form-05 entitled "Physical Statement" completed and signed by a physician licensed to practice in the State of Alabama.

- ~~2. Included with the Form 04 shall be an AFC & PSC Form 05 entitled "Physical Statement" completed and signed by a physician licensed to practice in the State of Alabama.~~  
NOTE: The physical and medical examination should be conducted for the purpose of detecting or determining the presence of deficiencies or abnormalities which would reasonably be expected to limit the abilities of the applicant to satisfactorily and safely perform all the duties associated with fire fighting.

### b. Notice of termination.

1. The chief shall, within ten (10) days after the date of termination of the employment of ~~a~~-fire fighting personnel, file a completed AFC & PSC Form-06 entitled "Notice of Termination."

## 3. Issuance of certificates.

- a. The Commission may issue ~~a certificate of~~ fire service certifications to any individual who satisfactorily completes the requirements for a specific level of competence as prescribed by the Commission.

b. The Commission shall have the power to cancel, suspend, or recall any certificate upon due cause as determined by the Commission.

c. Reciprocity.

1. The Commission shall not issue reciprocal certificates above the level of Fire Fighter I, but may elect to recognize those certifications from other states as prerequisites for training, provided that such certifications were issued by a ProBoard or IFSAC accredited agency.

2. In considering applications for reciprocity for Fire Fighter I, the commission may elect to give credit for training received in other states, providing provided such training has been approved or accredited in the state where the training was received.

3. The commission may elect to prescribe as a condition for certification:

i. Applying the state examination for appropriate level.

ii. Supplementary training as required to fulfill areas of training not covered in previous training.

4. Notwithstanding the above provisions, The the Commission may enter into standing reciprocity compacts or agreements with those states which by law regulate and supervise the quality of fire service training.

5. The Commission shall not consider an application for reciprocity of any individual who has been separated from the fire service for a period greater than five years immediately preceding the application for reciprocity.

6. The Commission shall only consider an application for reciprocity when the application is made by the chief officer of a municipal, county, state, federal or private-sector fire fighting agency within the state of Alabama.

d. Expiration of certifications.

1. All Fire Fighter I certifications issued by the Commission shall expire one (1) year from the date an individual leaves the fire service ~~career~~ employment. Fire service employment is any paid municipal, county, state, federal or private-sector occupation that requires the candidate, as his primary duty, to actively and routinely engage in fire protection services. Volunteer status is not sufficient to maintain Fire Fighter I certification.
2. Volunteer Fire Fighter certifications issued by the Commission shall expire one (1) year from the date an individual leaves the active membership in a Volunteer Fire Department certified by the Alabama State Forestry Commission.
3. All certifications that have as a prerequisite one or more separate certifications shall expire upon the expiration of the underlying prerequisite certification.
4. Upon application, a non-expired Fire Fighter I certificate may be converted to a Certified Volunteer Fire Fighter certificate, provided that the remaining requirements of 360-X-2-.01 are met.
5. The Commission may defer the expiration of a certification for up to one (1) year when the certificate holder is actively engaged in an approved postsecondary degree program in Fire Science or closely related subject or a certificate or degree program in Emergency Medical Services. Application for deferral must be made upon the prescribed forms and prior to the expiration of the certificate.

**4. Requirements for recertification upon re-entry into the fire service.**

- a. Any individual who is certified and leaves the fire service for a period in excess of one (1) year may be recertified as follows:
  1. Any individual having not less than three (3) years continuous service immediately preceding the date of termination, may challenge the state certification examination for Fire Fighter I or Certified Volunteer Fire Fighter.

2. Any individual having less than three (3) years continuous service immediately preceding the date of termination or any individual who fails in the challenge of the certification examination shall comply with the training requirements ~~for the trainee as~~ prescribed in the Code of Alabama 36-32-7 and these Rules and Regulations.
3. Any individual who has left the fire service for a period of five (5) years or longer from the date of termination shall comply with the training requirements ~~for the trainee as~~ prescribed in the Code of Alabama 36-32-7 and these Rules and Regulations.
- b. The requirements for recertification shall not be construed as to preclude any employing agency from requiring any individual to complete any training required by the employing agency.
5. ~~Certification expiration of Volunteer Fire Fighter~~Rescinded
  - a. ~~The volunteer fire fighter certification expires three (3) years from date of issue or one (1) year from the date the person leaves the fire service career.~~
6. Rescinded.
7. Protection of existing positions.
  - a. The standards adopted by the Commission shall not be used to render invalid any rank, qualification, or appointment acquired prior to the adoption of a standard.
8. Specification for approved training for certification.
  - a. To be recognized for certification by the Commission, training shall be obtained under the following conditions:
    1. All certification courses taught for certification must have prior approval by the Commission. Those agencies desiring to have a course taught must submit AFC & PSC Form-09 entitled "Application for Course Approval" completed with all the required information.
      - i. ~~Those agencies desiring to have a course taught must submit AFC & PSC Form 09 entitled~~

~~"Application for Course Approval" completed with all the required information.~~

~~ii. An application requesting course approval for the certified Fire Fighter I course shall be submitted with a schedule reflecting eight (8) hours per day, five (5) days a week with a minimum of forty (40) training days (holidays excepted) and a tentative class roster.~~

2. All certification courses must be taught using the current course curriculum approved by the Commission.

~~23.~~ All certification courses offered for certification must be taught by an ~~certified~~ instructor certified to the appropriate level or otherwise qualified by his or her education and experience to a level demonstrating particular subject matter expertise.

~~34.~~ All Fire Fighter I Certification courses must be taught at a permanent Fire Training Center approved by the Commission. facility appropriate to promote a learning environment and able to safely and comfortably accommodate the number of students involved in the course. Certain certification courses have more particular facility requirements as set out in the provisions below.

~~45.~~ All Fire Fighter I Certification courses must have a minimum of eight (8) Fire Fighter I candidates. sufficient number of students to facilitate the instructional process and ensure the safety of the student involved in the course. Certain certification courses have more particular requirements regarding the number of students as set out in the provisions below.

~~56.~~ The instructor will request that the state certification written examination be scheduled at the completion of the required training.

7. Attendance of certification courses taught at locations other than the Alabama Fire College shall be restricted to members of Alabama state, county, and municipal agencies, except where courses are established through the AFC Industrial or DoD Programs Division.

9. **Specification for approval as a Fire Training Center.**

- a. Any agency may, upon submitting AFC & PSC Form-08 "Inventory and Application for Approval as a Fire Training Center" to the Commission, be approved as a permanent Fire Training Center.
- b. An approved permanent Fire Training Center must undergo re-evaluation and approval at a minimum of five-year intervals. Such re-evaluation may also be required at the discretion of the Commission prior to the approval of any course as required in Section 8 above.
  1. To be approved as a permanent Fire Training Center the agency shall have in its custody or readily available for use the required training structures, apparatus, and equipment as listed below:
    - i. Classroom with adequate lighting, heating, cooling, ventilation, seating facilities with support for writing, and standard classroom equipment: chalkboard, speaker's rostrum, etc.
    - ii. Pumper apparatus which meet specifications outlined in ~~National Fire Protection Association Pamphlet No. NFPA 1901, Standard for Automotive Fire Apparatus,~~ current edition within the two most recent editions.
    - iii. A complete and current set of ~~International Fire Service Training Association~~ training manuals approved by the Commission for use in fire service training.
    - iv. Current types and classes of portable fire extinguishers.
    - v. A training tower or suitable structure not less than two (2) stories in height, suitable for use as a training structure for ladder evaluations, rescue drills, hose advancement, and rope work.
    - vi. Forcible entry and ventilation drill facilities including a means of providing the trainee an opportunity to practice and/or demonstrating opening a variety of doors, windows, roofs, floors, and partitions.
    - vii. Salvage equipment including covers, coveralls, scoops, squeegees, mops, and sprinkler kits.

- viii. Ropes of assorted lengths ~~with at least one which is not less than 3/4 inch in diameter or shorter than 100 feet in length~~ suitable for rescue and practicing knots.
- ix. ~~Approved~~ Self contained breathing apparatus, NFPA compliant within the two most recent editions, in sufficient numbers to enable each student to be completely familiar and functionally competent in their use.
- x. A smoke and fire room or building suitable for containing and equipped for simulating fire atmospheres and conditions.
- xi. Facilities for conducting live fire training and rescue in:
  - (I) Structural Fire Fighting
  - (II) Flammable Liquid Fire Fighting
  - (III) Automobile Fire Fighting
- xii. First-Aid supplies/equipment ~~required by the Alabama Department of Public Health to meet DOT standards for EMT Basic.~~
- xiii. Audio-visual training aids and equipment are encouraged but not required.

#### 10. Specification for Training involving Live Fire Evolutions

- a. Training or instruction of any nature involving live fire evolutions, regardless of whether course completion results in certification, carried out by or in cooperation with the Commission or the Alabama Fire College shall be conducted by an instructor certified by the Commission as a Live Fire Instructor.
- b. Training or instruction of any nature involving live fire evolutions, regardless of whether course completion results in certification, carried out by or in cooperation with the Commission or the Alabama Fire College shall meet or exceed the requirements of NFPA 1403 Standard on Live Fire Training Evolutions, current edition.

**1011.      Candidate Physical Ability Test Standard for Fire Fighter  
I Training.**

- a. As prescribed by the Commission, job related physical performance requirements shall be used to select candidates. Therefore, the fire fighter candidate shall successfully complete the Fire Service Joint Labor Management Wellness/Fitness Initiative Program Candidate Physical Ability Test (CPAT) or other such validated physical ability evaluation prior to entering a minimum standards course for Fire Fighter I.

Departments shall place on file with the Personnel Standards Commission the type test used and all associated validation documents prior to such testing.

- b. The physical ability evaluation shall be valid for 1-year from the date of completion.

Statutory Authority: *Code of Alabama*, 1975 36-32-1 - 36-32-12  
Date of Revision: January 1, 2008

ALABAMA FIRE FIGHTERS'  
PERSONNEL STANDARDS AND EDUCATION COMMISSION

CHAPTER 360-X-2

REQUIREMENTS FOR CERTIFIED FIRE FIGHTER

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

1.    Requirements.

- ~~a. The candidate must be a member of a volunteer fire department in the State of Alabama.~~
- ~~b. The candidate must be in good health and physically fit for the performance of the duties of a fire fighter.~~
- a. Prior to entering the certification course, the candidate shall meet the Entrance Requirements set out in NFPA 1001, Standard for Fire Fighter Professional Qualifications, as adopted by the Commission.
- b. Prior to certification, the candidate shall meet the general knowledge, skill, performance and additional requirements for Fire Fighter I as set out in NFPA 1001 Standard for Fire Fighter Professional Qualifications, as adopted by the Commission.
- c. Minimum age requirement is 18 years.
- d. Minimum number of training hours.
  - 1. A candidate for this level of certification shall have completed 160 hours of training to include the State Certification Examination and any applicable re test in a 24 month period at an approved training center, the format and curriculum of which shall be approved by the Commission.
- e. Instructor Requirements.
  - 1. This course must be taught by an instructor who has been certified by the Commission as ~~having met minimum standards for~~ Fire Instructor I certification.
- f. Course Description.

1. This course consists of specific knowledge and skill objectives as identified in the Alabama Fire College and Personnel Standards Commission Teaching Outline for Volunteer Fire Fighter, current edition.

g. Examination.

1. The instructor shall ~~provide~~ administer to the candidate with a written test prepared and distributed to the instructor by the Commission at the end of each subject area of the course. The subject area test will satisfy the candidate and the instructor that the candidate is adequately prepared to take the state certification test. The candidate must perform successfully on each subject area examination.
2. The practical skills identified in the Teaching Outline for this level of training should be utilized by the candidate and by the instructor to prepare the candidate to the level required to meet competency standards identified in the Teaching Outline as specified levels of excellence and/or timed evaluations.
3. There will be an examination for state certification provided by the Alabama Fire College and Personnel Standards Commission.
4. An overall score of 70% is required for the successful completion of this examination.
5. Re-test may be taken after 30 days and within 12 months of the date of course completion.

2. **Administration.**

- a. **Scope.** This standard identifies the performance requirements necessary to perform the duties of a Volunteer Fire Fighter.
- b. **Purpose.** The purpose of this standard is to specify the minimum job performance requirements for a Volunteer Fire Fighter.

It is not the intent of this standard to restrict any jurisdiction from exceeding these requirements.

c. **General.**

1. Each performance objective shall be performed safely, competently, and in its entirety.
2. It is not required for the objectives to be mastered in the order they appear.
3. The volunteer fire fighter shall meet all of the objectives for Volunteer Fire Fighter before being certified at that level.

### 3. Objectives.

The objectives of this standard are based on the ability of the Volunteer Fire Fighter to demonstrate knowledge and skills as outlined in the Alabama Fire College and Personnel Standards Commission Teaching Outline for Volunteer Fire Fighter, current edition.

Statutory Authority: *Code of Alabama*, 1975 36-32-1 - 36-32-12  
Revision Date: January 1, 2008

## 360-X-2-.02 Certified Fire Fighter I

### 1. Requirements.

- ~~a. The candidate must be a member of a fire department in the State of Alabama.~~
- a. Fire Fighter I certification courses may only be conducted at a permanent Fire Training Center approved by the Commission.
- b. This course has a minimum initial enrollment of eight (8) candidates.
- c. Prior to entering the certification course, the candidate shall meet the Entrance Requirements set out in NFPA 1001, Standard for Fire Fighter Professional Qualifications, as adopted by the Commission.
- d. Prior to certification, the candidate shall meet the general knowledge, skill, performance and additional requirements for Fire Fighter I as set out in NFPA 1001 Standard for Fire Fighter Professional Qualifications, as adopted by the Commission.

~~be.~~ The candidate must have a high school diploma or GED.

~~c.~~ ~~The candidate must be in good health and physically fit for the performance of the duties of a fire fighter.~~

~~df.~~ The candidate must meet the requirements for certification prior to ~~permanent~~ employment or within a period not exceeding 12 months after the date of employment at an approved training center.

~~eg.~~ Minimum age requirement is 18 years.

~~fh.~~ Minimum number of training hours.

~~1. The candidate shall have completed the prescribed hours set forth in the General Regulations and Administrative Procedures (360 X 1 .01).~~

1. A candidate for this level of certification shall have completed 360 hours of training, excluding any hours of training in emergency medical services, the format and curriculum of which shall be approved by the Commission.

2. The Fire Fighter I certification course shall be conducted over a period of not less than forty-five (45) training days with attendance required eight (8) hours per day, five (5) days per week (weekends and holidays excepted).

3. Current Certified Volunteer Fire Fighters may be certified as Fire Fighter I/II following the completion of the Bridge Certification Course as set forth in 360-X-2-.04.

~~gi.~~ Instructor requirements.

1. This course must be taught by an instructor who has been certified by the Commission as ~~having met minimum standards for~~ Fire Instructor I certification.

~~hj.~~ Course description.

1. This course consists of specific knowledge and skill objectives as identified in the Alabama Fire College and Personnel Standards Commission Teaching Outline for Fire Fighter I, current edition.

k. Examination.

1. The instructor shall ~~provide~~ administer to the candidate ~~with a written test prepared and distributed to the instructor by the Commission at the end of each subject area of the course. The subject area test will satisfy the candidate and instructor that the candidate is adequately prepared to take the state certification test.~~ . The candidate must perform successfully on each subject area examination.
2. The practical skills identified in the Teaching Outline for this level of training should be utilized by the candidate and by the instructor to prepare the candidate to the level required to meet competency standards identified in the Teaching Outline as specified levels of excellence and/or timed evaluations.
3. There will be an examination for state certification provided by the Alabama Fire College and Personnel Standards Commission.
4. An overall score of 70% is required for the successful completion of this examination.
5. Re-test may be taken after 30 days of the date of the original examination for state certification and within 12 months of employment date.

2. **Administration.**

- a. **Scope.** This standard identifies the performance requirements necessary to perform the duties of a Fire Fighter I.
- b. **Purpose.** The purpose of this standard is to specify the minimum job performance requirements for a Fire Fighter I.

It is not the intent of this standard to restrict any jurisdiction from exceeding these requirements.

c. **General.**

1. Each performance objective shall be performed safely, competently, and in its entirety.

2. It is not required for the objectives to be mastered in the order they appear.
3. The fire fighter shall meet all of the objectives for Fire Fighter I before being certified at that level.

### 3. Objectives.

The objectives of this standard are based on the ability of the Certified Fire Fighter I to demonstrate knowledge and skills as outlined in the Alabama Fire College and Personnel Standards Commission Teaching Outline for Fire Fighter I, current edition.

Statutory Authority: *Code of Alabama*, 1975 36-32-1 - 36-32-12

### 360-X-2-.03 Certified Fire Fighter II

#### 1. Requirements.

- ~~a. The candidate must be a member of a fire department in the State of Alabama.~~
- a. This course may be taught in conjunction with the Fire Fighter I certification course.
- b. The candidate must be a Certified Fire Fighter I or Certified Volunteer Fire Fighter.
- c. Minimum number of training hours.
  1. No specific experience requirements in terms of hours are required. However, no person may take the state written examination for Fire Fighter II certification until the person has had a learning experience in all subject areas in the Teaching Outline for Fire Fighter II, current edition, and has successfully passed all end-of-subject examinations.
- d. Instructor requirements.
  1. This course must be taught by an instructor who has been certified by the Commission as ~~having met minimum standards for~~ Fire Instructor-I certification.
- e. Course description.

1. This course consists of specific knowledge and skill objectives as identified in the Alabama Fire College and Personnel Standards Commission Teaching Outline for Fire Fighter II, current edition.

f. Examination.

1. The instructor shall provide the candidate with a written test at the end of each subject area of the course. The subject area test will satisfy the candidate and instructor that the candidate is adequately prepared to take the state certification test.
2. The practical skills identified in the Teaching Outline for this level of training should be utilized by the candidate and by the instructor to prepare the candidate to the level required to meet competency standards identified in the Teaching Outline as specified levels of excellence and/or timed evaluations.
3. There will be an examination for state certification provided by the Alabama Fire College and Personnel Standards Commission.
4. An overall score of 70% is required for the successful completion of this examination.
5. Re-test may be taken after 30 days and within 12 months of course completion.
6. All certification testing, to include re-testing, must be completed within 12 months of the course completion date.

g. Training evaluation.

1. Since much of the fire fighter's daily work is also a learning experience, that work which can be identified by the training officer as correlating with the training requirements can be counted as a training experience for purposes of certification if adequate records are maintained and if the proper evaluations are conducted.

The following points are provided for clarifications:

1. Any work activity which correlates with a required learning experience (as shown in the Teaching Outline) may be counted as a training activity if:
  - a. it is organized as a training experience in which a qualified instructor is using the activity to teach candidates the objectives identified in the Teaching Outline; or
  - b. a qualified instructor documents the activity and then evaluates the candidate's performance for all skill objectives;
2. The work activity does not qualify, or ceases to qualify as a learning experience when:
  - a. the candidate has not demonstrated the required knowledge and skill for the subject area; or
  - b. the candidate is left to perform the task without the immediate supervision of a qualified instructor.

## 2. **Administration.**

- a. **Scope.** This standard identifies the performance requirements necessary to perform the duties of a Fire Fighter II.
- b. **Purpose.** The purpose of this standard is to specify the minimum job performance requirements for a Fire Fighter II.

It is not the intent of this standard to restrict any jurisdiction from exceeding these requirements.

### c. **General.**

1. Each performance objective shall be performed safely, competently, and in its entirety.
2. It is not required for the objectives to be mastered in the order they appear.
3. The Fire Fighter I shall meet all of the objectives for Fire Fighter II before being certified at that level.

## 3. **Objectives.**

The objectives of this standard are based on the ability of the Certified Fire Fighter II to demonstrate knowledge and skills as outlined in the Alabama Fire College and Personnel

Standards Commission Teaching Outline for Fire Fighter II,  
current edition.

Statutory Authority: *Code of Alabama*, 1975 36-32-1 - 36-32-12

**ALABAMA FIRE FIGHTERS'  
PERSONNEL STANDARDS AND EDUCATION COMMISSION**

**360-X-6-.01      Certified Fire Officer I**

**1.    Requirements.**

- a. The candidate must be a certified Fire Fighter II.
- b. The candidate must be a certified Fire Instructor I.
- ~~c. The candidate must be a member of an Alabama fire department which provides a minimum of 10 hours per month continuous in service training for its members.~~
- d. Examination. There will be an examination for state certification for each level of progression provided by the Alabama Fire College and Personnel Standards Commission.
  - 1. An overall score of 70% is required for the successful completion of this examination.
  - 2. Re-test may be taken after 30 days and within 12 months of course completion.
  - 3. All certification testing, to include re-testing, must be completed within 12 months of the course completion date.

**2.    Administration.**

- a. **Scope.** This standard identifies the professional level of competence required to perform the duties of a Fire Officer I.
- b. **Purpose.** The purpose of this standard is to specify, in terms of performance objectives, the minimum requirements for professional service as a Fire Officer I. It is not the intent of this standard to restrict any jurisdiction from exceeding these minimum requirements. This standard shall cover the requirements for the Fire Officer I level of progression.
- c. **General.**
  - 1. It is not required for the objectives to be mastered in the order they appear.

2. The Fire Fighter II shall meet all of the objectives for Fire Officer I before being certified at the Fire Officer I level; and the objectives for each succeeding level in the progression shall be met before being certified at the next higher level.

### 3. Objectives.

- a. The objectives of this course are based on the ability of the Fire Officer I to demonstrate knowledge and skills as outlined in the Alabama Fire College and Personnel Standards Commission Teaching Outline for Fire Officer I, current edition.

Statutory Authority: *Code of Alabama*, 1975 36-32-1 - 36-32-12.

**ALABAMA FIRE FIGHTERS'  
PERSONNEL STANDARDS AND EDUCATION COMMISSION**

**CHAPTER 360-X-9**

**360-X-9-.01      Certified Hazardous Materials First Responder at  
the Awareness Level**

**1.    Requirements.**

- ~~a. The candidate must be a member of an emergency services organization or industrial safety or response team.~~
- ba. The candidate must meet the medical and physical fitness requirements and medical surveillance program of the authority having jurisdiction.
- ~~c. The candidate must have a high school diploma or CED certificate.~~
- db. The minimum age requirement is 18 years.
- ec. Examination. There will be an examination for state certification provided by the Alabama Fire College and Personnel Standards Commission.
  - 1. An overall score of 70% is required for the successful completion of this examination.
  - 2. Re-test may be taken after 30 days and within 12 months of course completion.
  - 3. All certification testing, to include re-testing, must be completed within 12 months of the course completion date.

**2.    Administration.**

- a. **Scope.** This standard identifies the levels of competence required to perform the duties of a Hazardous Materials First Responders at the Awareness Level.
- b. **Purpose.** The purpose of this standard is to specify minimum requirements of competence for Hazardous Materials First Responders at the Awareness Level. It is not the intent of

this standard to restrict any jurisdiction from exceeding these minimum requirements.

1. One of the purposes of the qualification requirements contained herein is to reduce the number of accidents, injuries, and illnesses during response to hazardous materials incidents and to help prevent exposure to hazardous materials to reduce the probability of fatalities, illnesses, and disabilities affecting emergency response personnel.

**c. General.**

1. The candidate shall meet all of the requirements for this standard before being certified as Hazardous Materials First Responder at the Awareness Level.
2. Each performance objective for the Hazardous Materials First Responder at the Awareness Level shall be performed swiftly, safely, and with competence. Each objective shall be met in its entirety.
3. It is not required for the objectives to be mastered in the order they appear.

**3. Objectives.**

- a. The objectives of this standard are based on the ability of the candidate to demonstrate knowledge and skills as outlined in the Alabama Fire College and Personnel Standards Commission Teaching Outline for Hazardous Materials Awareness, current edition.

Statutory Authority: *Code of Alabama*, 1975 36-32-1 - 36-32-12.

ALABAMA FIRE FIGHTERS'  
PERSONNEL STANDARDS AND EDUCATION COMMISSION

CHAPTER 360-X-15

360-X-15-.01 Certified Industrial Fire Brigade Member

1. Requirements.

a. Candidate.

- ~~1. A candidate must be a member of an industrial fire brigade.~~
- ~~2. A candidate must have a high school diploma or a GED certificate.~~
31. A candidate must be physically able to perform the tasks associated with fire brigade training.
- ~~4. A candidate must obtain course material as required by the Commission.~~
52. The minimum age requirement is 18 years.

b. Instructor.

1. This course must be taught by an instructor who has been certified by the Commission as ~~having met minimum standards for a~~ Fire Instructor certification.

c. Facility.

1. This course will be taught at a facility which is in possession of minimum resources required for temporary approval.

d. Examination.

1. The instructor shall ~~provide~~ administer to the candidate with a written test prepared and distributed to the instructor by the Commission at the end of each subject area of the course. The subject area evaluation will satisfy the candidate and the instructor that the candidate is adequately prepared to take the state certification examination. The candidate must perform successfully on each subject area examination.

2. The practical skills identified in the Industrial Fire Brigade Teaching Outline for this level of training should be utilized by the candidate and by the instructor to prepare the candidate to the level required to meet competency standards identified in the Teaching Outline either as specified levels of excellence and/or time evaluation. At the end of each learning experience, as the candidate performs the evaluations or skills as identified in the instructor guide, the evaluator shall record the results of the candidate's performance on the progress report.
3. There will be an examination for state certification provided by the Alabama Fire College and Personnel Standards Commission. ~~A nominal fee will be charged for the administration of this examination as proscribed by the Alabama Fire College and Personnel Standards Commission.~~
4. No person may be re-examined without complying with all requirements set forth by the Alabama Fire College and Personnel Standards Commission. This includes a learning experience in each subject area and successful completion of local subject area examinations. To be re-examined in the state certification written examination at this level does not require a re-examination of the manipulative skills portion if the individual has passed this portion. A candidate may re-take the examination for a level of certification one (1) time after ~~60-30~~ days, and not to exceed ~~120 days~~ 12 months, from the date of the first examination.
5. The industrial fire brigade certification expires ~~three (3) years from date of issuance or~~ one (1) year from the date the person leaves the fire brigade.
6. ~~During the third year of certification as a member, the brigade chief and training officer will request re-certification attesting to the fact that the individual has participated in thirty two (32) hours of recurring training annually. This training should coincide with O.S.H.A.'s 29 CFR 1910.156 requirements for quarterly structural fire brigade training and on site records should be available upon request for verification purposes. Upon completion of these requirements, the individual may be re-certified for another three year~~

~~period. Persons whose certification expires as a result of the one year or the three year stipulation may be re-certified by following the procedures outlined in the Industrial Fire Brigade Certification Standard. Neither the Commission nor its staff shall have any responsibility to issue notification of impending expiration.~~

76. All certification testing, to include re-testing, must be completed within 12 months of the course completion date.

## 2. Administration.

### a. Scope.

1. This standard identifies the professional levels of competence required of the Industrial Fire Brigade Member.

### b. Purpose.

1. The purpose of this standard is to identify the minimum requirements of professional competence required for service as an Industrial Fire Brigade Member.
2. It is not the intent of this standard to restrict any jurisdiction from exceeding these minimum requirements.

### c. General.

1. Each of the performance objectives for the Industrial Fire Brigade member shall be performed swiftly, safely and with competence. Each objective shall be met in its entirety.
2. The brigade member shall meet all of the objectives for Industrial Fire Brigade member as outlined in the Teaching Outline before being certified at that level.
3. It is not required for the objectives to be mastered in the order they appear. The Alabama Fire College and Personnel Standards Commission shall establish the instructional priority and the training program content to prepare individuals to meet the performance objectives of this standard.

### 3. Objectives.

The objectives of this standard are based on the ability of the Industrial Fire Brigade Member to demonstrate knowledge and skills as outlined in the Alabama Fire College and Personnel Standards Commission Teaching Outline for Industrial Fire Brigade Member, current edition.

Statutory Authority: *Code of Alabama*, 1975 36-32-1 - 36-32-12.

ALABAMA FIRE FIGHTERS'  
PERSONNEL STANDARDS AND EDUCATION COMMISSION

CHAPTER 360-X-20

360-X-20-.01      Certified Live Fire Instructor

1.    Requirements.

- a. The candidate must be a certified Fire Fighter II.
- b. The candidate must be a certified Fire Instructor I.
- c. Examination. There will be an examination for state certification provided by the Alabama Fire College and Personnel Standards Commission.
  1. An overall score of 70% is required for the successful completion of this examination.
  2. Re-test may be taken after 30 days and within 12 months of course completion.
  3. All certification testing, to include re-testing, must be completed within 12 months of the course completion date.

2.    Administration.

- a. Scope. This standard identifies the levels of competence required to perform the duties of a Live Fire Instructor.
- b. Purpose. The purpose of this standard is to specify minimum requirements of competence for Live Fire Instructor. It is not the intent of this standard to restrict any jurisdiction from exceeding these minimum requirements.
  1. One of the purposes of the qualification requirements contained herein is to reduce the number of accidents and injuries during live fire training.
- c. General.
  1. The candidate shall meet all of the requirements for this standard before being certified as Live Fire Instructor.

2. Each performance objective for the Live Fire Instructor shall be performed swiftly, safely, and with competence. Each objective shall be met in its entirety.

3. It is not required for the objectives to be mastered in the order they appear.

**3. Objectives.**

a. The objectives of this standard are based on the ability of the candidate to demonstrate knowledge and skills as outlined in the Alabama Fire College and Personnel Standards Commission Teaching Outline for Live Fire Instructor, current edition.

Statutory Authority: Code of Alabama, 1975 36-32-1 - 36-32-12.

Next item for consideration is the policy regulating field course fees. Director Rice would like to set acceptable charges for Tier One, Two and Three courses to be included in the course approval process.

Commissioner Cobb made a motion for the Fire College staff to set up a structured fee program for field courses. It was seconded by Commissioner Boyd. The motion carried unanimously.

Director Rice noted that an historic meeting was held at the Alabama Fire College February 1<sup>st</sup>. The Joint Fire Council met with representatives from forestry, the Fire College and the state fire marshal, to discuss the fire service legislative issues.

Chairman Zaragoza asked Director Rice for an update on the meeting with Chancellor Byrne. Rice feels there will be significant funding reduction in the future. The Legislative Fiscal Office is saying the total cuts to the Education Trust Fund will be approximately 8.5 percent, which will be felt on a sliding scale with higher education to be cut at a higher rate than K-12. We still have a vacancy for the EMS Program Manager which we will post jointly with Shelton State Community College. We need to fill a maintenance position and a certification specialist position also.

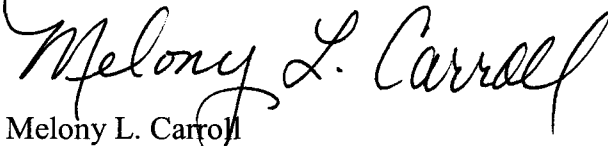
Chairman Zaragoza asked for input regarding the Administrative Code changes, either by email or direct contact with the commissioners, or at the Public Hearing April 15<sup>th</sup>.

Commissioner Bulman made a motion to adjourn and it was seconded. The motion carried.

Respectfully submitted,



Allan Rice  
Executive Director



Melony L. Carroll  
Secretary

# **ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION**

## **Special Called Commission Meeting March 3, 2008**

The meeting was called to order by Chairman Butch Zaragoza at 9:00 a.m. The meeting was held at the Alabama Fire College in Tuscaloosa, Alabama.

Roll call revealed the following members present: David Boyd, Bill Bulman, Ralph Cobb, Edward Paulk, Dale Wyatt, and Butch Zaragoza.

Quorum ascertained.

### **VISITORS**

Bryan Breland, Bill Warren, Jimmy Conner, Wayne Murry

### **MINUTES**

Chairman Zaragoza stated that Commissioner Boyd has been re-appointed by the governor to serve another four year term.

### **ELECTION OF OFFICERS**

Chairman Zaragoza opened the floor for nominations for the Chairman. Commissioner Bulman nominated Butch Zaragoza and it was seconded by Commissioner Boyd. There being no further nominations, Commissioner Zaragoza was elected Chairman. Chairman Zaragoza opened the floor for nominations for the Vice-Chairman. Commissioner Paulk nominated David Boyd and it was seconded by Commissioner Bulman. There being no further nominations, Commissioner Boyd was elected Vice-Chairman.

### **PURPOSE OF SPECIAL CALLED MEETING**

Chairman Zaragoza asked Breland for legal advice regarding the proper protocol for going into executive session. Breland explained that the Open Meetings Act allows a committee to go into executive session to discuss with their attorney, pending or probable litigation. Only legal matters can be discussed and no formal action can take place.

Commissioner Bulman made a motion to go into executive session for thirty minutes or less and it was seconded by Commissioner Paulk. Roll call vote was taken and the motion carried unanimously.

The meeting reconvened at 9:35 a.m.

Commissioner Bulman made a motion to go back into executive session for an hour or less and it was seconded by Commissioner Wyatt. Motion carried unanimously.

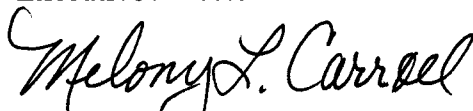
The meeting reconvened at 10:35 a.m.

Commissioner Bulman made a motion to adjourn and it was seconded by  
Commissioner Cobb. Motion carried unanimously.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Allan Rice".

Allan Rice  
Executive Director

A handwritten signature in cursive script, appearing to read "Melony L. Carroll".

Melony L. Carroll  
Secretary

# **ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION**

## **Quarterly Commission Meeting April 16, 2008**

The meeting was called to order by Chairman Butch Zaragoza at 9:00 a.m. The meeting was held at the Alabama Fire College in Tuscaloosa, Alabama.

Roll call revealed the following members present: David Boyd, Bill Bulman, Ralph Cobb, Dwight Graves, Edward Paulk, Dale Wyatt, and Butch Zaragoza  
Quorum ascertained.

### **VISITORS**

Robert Taylor, Stephen Dean, Mark McKleroy, Jimmy Conner, Tim Blakemore, Julie Coffman, Jerry Laughlin, Donna Love, David Thornburg, Wayne Murry

### **MINUTES**

Commissioner Wyatt made a motion to approve the minutes of January 16, 2008, February 4, 2008, and March 3, 2008. It was seconded by Commissioner Boyd.

The motion carried unanimously.

### **Director's Report:**

- A.** The amount of students being trained is increasing. The DoD/Industrial division has numerous proposals pending. The AMAS IMT workshop was sponsored here recently, funded by state EMA, hosted by AFC and instruction provided by state forestry. We revamped our Technical Review Committees. We had 150 spots available and had an overwhelming response of 223 people from around the state. We were partial sponsors of the Moody Firefighter Safety Seminar. We helped them financially and also provided certificates. We hosted the Southeastern Fire Training Director meeting and we may be able to partner with some of our neighboring state agencies. A delegation from the Fire College attended the ProBoard meeting. Deputy Director Laughlin was a speaker and received many compliments. Several of our staff attended the Congressional Fire Service Institute and the FDIC Conference. The bookstore will be housed downstairs along with registration which will be convenient for students to get their books and register for classes at the same location. Fire Service Development has increased training in counties that previously had no training.
- B. Administrative Code**

Breland read the changes that were agreed upon at the Public Hearing April 15, 2008.

Commissioner Bulman made a motion to take the changes to the amendments one at a time and it was seconded by Commissioner Wyatt. Motion carried unanimously.

Commissioner Wyatt made a motion to accept the changes under personnel records and information: The chief shall, within thirty (30) days after the date of employment of a new employee subject to these rules, file with the office of the Commission AFC & PSC Form-05 entitled "Physical Statement" completed and signed by a physician licensed to practice in the State of Alabama provided however, the Physical Statement must be filed prior to training. Commissioner Paulk seconded and the motion carried unanimously.

Commissioner Graves made a motion to accept the changes as follows: Attendance of certification courses taught at locations other than the Alabama Fire College shall be restricted to members of Alabama state, county, and municipal agencies, except where courses are established through the AFC Industrial or DoD Programs Division or by an articulation agreement with a postsecondary institution. Commissioner Wyatt seconded and the motion carried unanimously.

Commissioner Wyatt made a motion to approve the Administrative Code and it was seconded by Commissioner Boyd. The motion carried unanimously.

**C. Request for new positions**

Rice explained the new positions that are needed: Bookstore Manager, Information Technology (MIS), Fire Service Development Coordinator.

Commissioner Cobb made a motion to approve the new positions and it was seconded by Commissioner Graves. The motion carried unanimously.

**OLD BUSINESS**

There was none.

**NEW BUSINESS**

There was none.

## **BUSINESS FROM VISITORS**

There was none

## **BUSINESS FROM COMMISSIONERS**

Next Quarterly Commission Meeting will be July 16, 2008 at the Alabama Fire College.

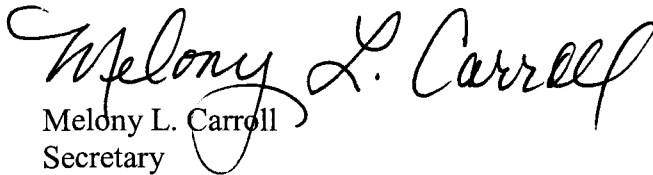
Commissioner Bulman made a motion to adjourn the meeting. Commissioner Boyd seconded it and the motion carried.

Meeting adjourned.

Respectfully submitted,



Allan Rice  
Executive Director



Melony L. Carroll  
Secretary

# **ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION**

## **Public Hearing Administrative Code Changes April 15, 2008**

The meeting was called to order by Chairman Butch Zaragoza at 3:00 p.m. The meeting was held at the Alabama Fire College in Tuscaloosa, Alabama.

Roll call revealed the following members present: David Boyd, Bill Bulman, Ralph Cobb, Dwight Graves, Edward Paulk, Dale Wyatt, and Butch Zaragoza.

### **VISITORS**

Bryan Breland, Randy Mixon, Stephen Dean, Eric Smith, Julie Coffman, James Conner, Tim Blakemore, Jerry Laughlin, Ken Horst, Wayne Murry, Jeff Morris, Donna Love, Lee Gunn, Adam Jones

### **MINUTES**

Chairman Zaragoza opened the meeting. Breland gave an overview of the changes that were approved by the commission for the Administrative Code and explained the process for Alabama Administrative Monthly.

Executive Director Rice read the email from Chief Wayne Shirley from Chelsea Fire Department. He requested an extension be available for special cases when the employee is not able to attend a school to in the twelve month period set forth in Code 36-32-7. Rice explained that we do not have the authority to extend that time frame, but we do have the discretion to contact the Attorney General's Office for their ruling. Another request was that the required Physical Statement has an extended deadline past the 10 days.

Rice said that Chief Gary Patrick from Silverhill Fire Department had questions regarding the pumper apparatus specifications outlined in Code 360-X-1-.01. Rice explained that this only applies to permanent Fire Training Centers for recruit schools.

Rice said we will market our self-sponsorship program by recruitment videos; a second rolling display with graphics; our website; and our Planning Officer will reach out to guidance counselors and the military.

Chairman Zaragoza opened the floor for discussion. Chief Stephen Dean from Mobile had questions concerning the "sufficient number of students" for a class. Rice explained that each course based on our tiered system, would have different requirements. If the FF I/II course starts with 8 students, we will not shut it down if it goes below 8. Chief Dean also had concerns about the restrictions of the students to be members of the state, county, municipal, industrial or DoD agency. Breland said that self-sponsored students would be limited to taking classes on the AFC campus at this time. Discussion ensued and the Commission asked Breland to update the verbiage to include students that are enrolled in an educational institution.

Randy Mixon from Birmingham Fire and Rescue needed clarification on the end of subject tests for recruit school. It was explained that a test package would be sent prior to the start of the class.

Lee Gunn from Thorsby Fire Department had questions regarding the Physical Statement. Rice said it was up to the department to set the standards and agreed the form needs improvement and has been given to the Fire Program Manager to update. Gunn also wanted clarification of the required amount of hours for recruit school. The EMT portion needed to be increased due to postsecondary requirements. The Haz Mat training has dramatically increased over the years, which has taken away from the fire training. CPAT issues were discussed.

Ken Horst from Tuscaloosa Fire Department asked about reciprocity. Rice said that the Commission would not grant reciprocity for training hours less than our state required hours. IFSAC and ProBoard are good benchmarks for the testing process. Director Coffman explained that we verify all of their documents and their syllabus to be sure that they meet the hours required. Rice said that the new website will have a "look up" feature like ProBoard and documents will not be able to be falsified.

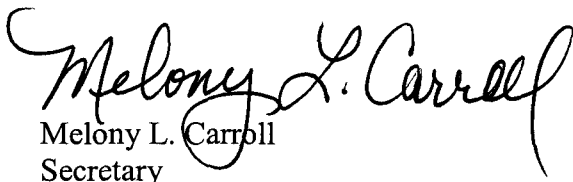
The Commissioners agreed to change some verbiage in the Code that will be reflected in the Quarterly Commission Meeting, April 16, 2008.

Commissioner Bulman made a motion to adjourn. Commissioner Boyd seconded, and the motion carried unanimously.

Respectfully submitted,



Allan Rice  
Executive Director



Melony L. Carroll  
Secretary

# **ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION**

## **Quarterly Commission Meeting July 16, 2008**

The meeting was called to order by Chairman Butch Zaragoza at 9:00 a.m. The meeting was held at the Alabama Fire College in Tuscaloosa, Alabama.

Roll call revealed the following members present: David Boyd, Bill Bulman, Ralph Cobb, Dwight Graves, Edward Paulk, Dale Wyatt, and Butch Zaragoza  
Quorum ascertained.

### **VISITORS**

Jimmy Conner, Donna Love, Wayne Murry, Teresa Stone, Tim Bailey, Patrick Draper, Larry Jarvis, Bryan Breland

### **ELECTION OF OFFICERS**

Chairman Zaragoza stated that Commissioner Wyatt was re-appointed to the Commission by the Professional Fire Fighters of Alabama and according to the bylaws, election of officers needed to be conducted. Chairman Zaragoza opened the floor for nominations for Chairman. Commissioner Paulk nominated Commissioner Butch Zaragoza and it was seconded by Commissioner Boyd. The motion carried unanimously. Chairman Zaragoza opened the floor for nominations for Vice-Chair. Commissioner Bulman nominated Commissioner David Boyd and it was seconded by Commissioner Wyatt. The motion carried unanimously.

### **MINUTES**

Commissioner Graves made a motion to approve the minutes of April 15, 2008 and April 16, 2008. It was seconded by Commissioner Paulk. The motion carried unanimously.

### **Director's Report:**

- A. The amount of students being trained is increasing by 10 percent. A lot of new courses have been piloted this quarter.

- B. **Administrative Code**

Executive Director Rice said that major overhauls have taken place. We have learned that this should be an ongoing process; therefore, starting with the next quarterly meeting, we will advertise a Public Hearing at each Commission Meeting. That way if we need it, it will be properly advertised and we can move forward in a timely manner. The sections of the administrative code that have been submitted for changes are as follows:

private-sector fire fighting agency within the state of Alabama.

d. Expiration of certifications.

1. Fire Fighter I certifications issued by the Commission shall expire one (1) year from the date an individual leaves the fire service employment or the certification test date, whichever is later. Fire service employment is any paid municipal, county, state, federal or private-sector occupation that requires the candidate, as his primary duty, to actively and routinely engage in fire protection services. Volunteer status is not sufficient to maintain Fire Fighter I certification.
2. Volunteer Fire Fighter certifications issued by the Commission shall not expire ~~one (1) year from the date an individual leaves the active membership in a Volunteer Fire Department certified by the Alabama State Forestry Commission.~~
3. All certifications that have as prerequisite one or more separate certifications shall expire upon the expiration of the underlying prerequisite certification. Reinstatement of the Firefighter I certification shall reinstate those certifications expired under this provision.
4. ~~Upon application, a non-expired Expiring~~ Fire Fighter I certificate may be converted to a Certified Volunteer Fire Fighter certificate, provided that the remaining requirements of 360-X-2-.01 are met. Certifications expired for more than five years shall not be converted.
5. The Commission may defer the expiration of a certification for up to one (1) year when the certificate holder is actively engaged in an approved postsecondary degree program in Fire Science or closely related subject or a certificate or degree program in Emergency Medical Services. Application for deferral must be made upon the prescribed forms and prior to the expiration of the certificate.

4. Requirements for recertification upon re-entry into the fire service.

- a. Any individual who is certified and leaves the fire service for a period in excess of one (1) year may be recertified as follows:
    1. Any individual having not less than three (3) years continuous service immediately preceding the date of termination, may challenge the state certification examination for Fire Fighter I ~~or Certified Volunteer Fire Fighter.~~
    2. Any individual having less than three (3) years continuous service immediately preceding the date of termination or any individual who fails in the challenge of the certification examination shall comply with the training requirements as prescribed in the Code of Alabama 36-32-7 and these Rules and Regulations.
    3. Any individual who has left the fire service for a period of five (5) years or longer from the date of termination shall comply with the training requirements as prescribed in the Code of Alabama 36-32-7 and these Rules and Regulations.
  - b. The requirements for recertification shall not be construed as to preclude any employing agency from requiring any individual to complete any training required by the employing agency.
5. **Rescinded**
  6. **Rescinded.**
  7. **Protection of existing positions.**
    - a. The standards adopted by the Commission shall not be used to render invalid any rank, qualification, or appointment acquired prior to the adoption of a standard.
  8. **Specification for approved training for certification.**
    - a. To be recognized for certification by the Commission, training shall be obtained under the following conditions:
      1. All certification courses must have prior approval by the Commission. Those agencies desiring to have a course taught must submit AFC & PSC Form-09 entitled

Departments shall place on file with the Personnel Standards Commission the type test used and all associated validation documents prior to such testing.

- b. The physical ability evaluation shall be valid for 1-year from the date of completion.

**12. Certificates issued to acknowledge training not recognized as a professional qualification**

- a. The Commission may issue certificates other than those prescribed by these rules in recognition of training delivered for purposes other than specification of minimum job performance requirements and professional competence.
- b. Examination by the commission is not required as a condition to issuance of certifications under this provision. Certificates shall be issued for training that has prior approval and only after meaningful participation by the candidate.
- c. Certificates issued under this provision shall not designate the certificate holder as holding any title or qualification that is substantially similar to those qualifications that are outlined herein.

**Author:** Allan C. Rice

**Statutory Authority:** Code of Ala. 1975, §§36-32-1 thru 36-32-12.

**History:** Filed February 24, 1982; July 29, 1992. **New Rule:** Filed May 5, 1994, Effective June 10, 1994. **Amended:** Filed July 24, 1996; Effective August 28, 1996. **Amended:** Filed January 22, 2001; Effective February 26, 2001. **Amended:** Filed April 19, 2002; Effective May 24, 2002. **Amended:** Filed April 24, 2002; Effective May 29, 2002. **Amended:** Filed December 13, 2002; Effective January 17, 2003. **Amended:** Filed May 1, 2003; Effective June 5, 2003. **Amended:** Filed July 26, 2005; Effective August 30, 2005. **Amended:** Filed November 8, 2006; Effective December 13, 2006. **Amended:** Filed May 8, 2008; Effective June 13, 2008.

ALABAMA FIRE FIGHTERS'  
PERSONNEL STANDARDS AND EDUCATION COMMISSION

CHAPTER 360-X-2

REQUIREMENTS FOR CERTIFIED FIRE FIGHTER

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

1.     Requirements.

- a. Prior to entering the certification course, the candidate shall meet the Entrance Requirements set out in NFPA 1001, Standard for Fire Fighter Professional Qualifications, as adopted by the Commission.
- b. Prior to certification, the candidate shall meet the general knowledge, skill, performance and additional requirements for Fire Fighter I as set out in NFPA 1001 Standard for Fire Fighter Professional Qualifications, as adopted by the Commission.
- c. Minimum age requirement is 18 years.
- d. Prior to certification, the candidate shall be a Certified Hazardous Materials First Responder : Awareness and Operations. Training hours required for this certification may be included in the Certified Volunteer Firefighter curriculum.
- e. Prior to entering the certification course, the candidate shall provide proof of successful completion of a course of instruction equivalent to or exceeding the DOT Medical First Responder.
- df. Minimum number of training hours.
  - 1. A candidate for this level of certification shall have completed 160 hours of training, the format and curriculum of which shall be approved by the Commission.

eg. Instructor Requirements.

- 1. This course must be taught by an instructor who has been certified by the Commission as a Fire Instructor.

Standard for Fire Fighter Professional Qualifications, as adopted by the Commission.

- e. The candidate must have a high school diploma or GED.
  - f. The candidate must meet the requirements for certification prior to employment or within a period not exceeding 12 months after the date of employment.
  - g. Minimum age requirement is 18 years.
  - h. Prior to certification, the candidate shall be a Certified Hazardous Materials First Responder : Awareness and Operations. Training hours required for this certification may be included in the Certified Volunteer Firefighter curriculum.
  - i. Prior to entering the certification course, the candidate shall provide proof of successful completion of a course of instruction equivalent to or exceeding the DOT Medical First Responder.
- h. Minimum number of training hours.
- 1. A candidate for this level of certification shall have completed 360 hours of training, excluding any hours of training in emergency medical services, the format and curriculum of which shall be approved by the Commission.
  - 1. The Fire Fighter I certification course shall be conducted over a period of not less than forty-five (45) training days with attendance required eight (8) hours per day, five (5) days per week (weekends and holidays excepted).
  - 2. Current Certified Volunteer Fire Fighters may be certified as Fire Fighter I/II following the completion of the Bridge Certification Course as set forth in 360-X-2-.04.
- i. Instructor requirements.
- 1. This course must be taught by an instructor who has been certified by the Commission as a Fire Instructor.

1. Each performance objective shall be performed safely, competently, and in its entirety.
2. It is not required for the objectives to be mastered in the order they appear.
3. The Fire Fighter I shall meet all of the objectives for Fire Fighter II before being certified at that level.

### 3. Objectives.

The objectives of this standard are based on the ability of the Certified Fire Fighter II to demonstrate knowledge and skills as outlined in the Alabama Fire College and Personnel Standards Commission Teaching Outline for Fire Fighter II, current edition.

**Author:** Allan C. Rice

**Statutory Authority:** Code of Ala. 1975, §§36-32-1 through 36-32-12.

**History:** Filed April 22, 1983. **New Rule:** Filed May 6, 1994, effective June 10, 1994. **Amended:** Filed July 24, 1996; effective August 28, 1996. **Amended:** Filed January 22, 2001; effective February 26, 2001. **Amended:** Filed December 13, 2002; effective January 17, 2003. **Amended:** Filed May 8, 2008; effective June 13, 2008.

### 360-X-2-.04 Fire Fighter I/II Bridge Certification Program.

#### 1. Requirements.

- a. The candidate must have successfully completed the prescribed requirements for 360-X-2-.01 Certified Volunteer Fire Fighter.
- b. The candidate must meet the requirements of the General Regulations and Administrative Procedures 360-X-2-02.
- c. The candidate must ~~have a Notice of Employment (AFC & PSC Form 04) and have on file with the Commission a Physical Statement (AFC & PSC Form 05) from an Alabama Fire Department from a physician licensed to practice in Alabama.~~

- d. The candidate must have verification of successful completion of the Candidate Physical Ability Exam (CPAT).
- e. The candidate must complete ~~a minimum of a Four week (160 hours) course delivered 8-5 Monday thru Friday~~ the Fire Fighter I/II Bridge Certification Program at an approved Fire Training Facility.
- f. Instructor requirements.
  - 1. This course must be taught by an instructor who has been certified by the Commission as having minimum standards for Instructor I certification.

g. Course description.

- 1. This course consists of specific knowledge and skill objectives as identified in the Alabama Fire College and Personnel Standards Commission Teaching Outline for Fire Fighter I/II, current edition.

h. Examination.

- 1. ~~The instructor shall provide the candidate with a written test at the end of each subject area of the course. The subject area test will satisfy the candidate and instructor that the candidate is adequately prepared to take the state certification test.~~ The instructor shall administer to the candidate a written test prepared and distributed to the instructor by the Commission at the end of each subject area of the course. The candidate must perform successfully on each subject area examination.
- 2. The practical skills identified in the Teaching Outline for this level of training should be utilized by the candidate and by the instructor to prepare the candidate to the level required to meet competency standards identified in the Teaching Outline as specified levels of excellence and/or timed evaluations.
- 3. There will be an examination for Fire Fighter I/II state certification provided by the Alabama Fire College and Personnel Standards Commission.

4. An overall score of 70% is required for the successful completion of this examination.
5. ~~Retest may be taken after 30 days of the date of the original examination for state certification and within 12 months of employment date.~~ Re-test may be taken after 30 days and within 12 months of the date of course completion.

2. **Administration.**

- a. **Scope.** This standard identifies the performance requirements necessary to perform the duties of a Fire Fighter I/II.
- b. **Purpose.** The purpose of this standard is to specify the minimum job performance requirements for a Fire Fighter I/II. It is not the intent of this standard to restrict any jurisdiction from exceeding these requirements.
- c. **General.**
  1. It is not required for the objectives to be mastered in the order they appear.
  3. The Fire Fighter shall meet all of the objectives for Fire Fighter I/II before being certified at that level.

3. **Objectives.**

The objectives of this standard are based on the ability of the Certified Fire Fighter I/II to demonstrate knowledge and skills as outlined in the Alabama Fire College and Personnel Standards Commission Teaching Outline for Fire Fighter I/II, current edition.

**Author:** Wayne Murry

**Statutory Authority:** Code of Ala. 1975, §§36-32-1 through 36-32-12.

**History: New Rule:** Filed April 30, 2007; effective June 4, 2007.

g.

(b) Purpose. The purpose of this standard is to provide minimum qualifications for a Fire Instructor I. It is not the intent of this standard to restrict any jurisdiction from exceeding these minimum requirements. This standard shall cover the entrance requirements, and the requirements for Fire Instructor I.

(c) General

1. All of the performance standards for any level of fire service instructor shall meet the following criteria: They shall be performed with competence; each objective shall be met in its entirety.

2. It is not required that the objectives be mastered in the order they appear in each of the levels of progression.

3. The fire service instructor shall meet all of the objectives for Fire Instructor I before being certified at that level, and before applying for qualification at the next higher level.

(3) Objectives

(a) The objectives of this standard are based on the ability of the Instructor I to demonstrate knowledge and skills as outlined in the Alabama Fire College and Personnel Standards Commission Teaching Outline for Instructor I, current edition.

(4) Alternative Certification.

(a) Individuals not certified to the Fire Fighter I or Volunteer Firefighter I level completing equivalent coursework as approved by the Commission are eligible for alternative certification under the following conditions:

1. Alabama state licensed Emergency Medical Technicians may be certified as EMS Instructor I.

2. Individuals not licensed as Emergency Medical Technicians may be certified as Rescue Instructor I.

360-X-3-.02 Certified Fire Instructor II.

(1) Requirements

as outlined in the Alabama Fire College and Personnel Standards Commission Teaching Outline for Instructor II, current edition.

(4) Alternative Certification.

(a) Individuals not certified to the Fire Instructor I completing equivalent coursework as approved by the Commission are eligible for alternative certification under the following conditions:

1. Alabama state licensed Emergency Medical Technicians certified as EMS or Rescue Instructor I may be certified as EMS Instructor II.

2. Individuals certified as EMS or Rescue Instructor I not licensed as Emergency Medical Technicians may be certified as Rescue Instructor II.

**360-X-3-.03 Certified Fire Instructor III.**

(1) Requirements

(a) The candidate must be a Certified Fire Instructor II.

(b) The candidate must have a high school diploma or GED certificate.

(c) This course may only be offered in fire departments, educational institutions, or in academy situations which receive approval from the Commission to conduct the course at this location.

(d) Examination. There will be an examination for state certification for each level of progression provided by the Alabama Fire College and Personnel Standards Commission.

1. An overall score of 70% is required for the successful completion of this examination.

2. Re-test may be taken after 30 days and within 12 months of course completion.

3. All certification testing, to include re-testing, must be completed within 12 months of the course completion date.

(2) Administration

(a) Scope. This standard identifies the professional levels of competence required to perform the duties of a Fire Instructor III.

(b) Purpose. The purpose of this standard is to provide minimum qualifications for a Fire Instructor III. It is not the intent of this standard to restrict any jurisdiction from exceeding these minimum requirements.

(c) General

1. All of the performance standards for any level of fire service instructor shall meet the following criteria: They shall be performed with competence; each objective shall be met in its entirety.

2. It is not required that the objectives be mastered in the order they appear in each of the levels of progression.

3. The Fire Instructor II shall meet all of the objectives for Fire Instructor III before being certified at that level.

(3) Objectives

(a) The objectives of this standard are based on the ability of the Instructor III to demonstrate knowledge and skills as outlined in the Alabama Fire College and Personnel Standards Commission Teaching Outline for Instructor III, current edition.

(4) Alternative Certification.

(a) Individuals not certified to the Fire Instructor II level completing equivalent coursework as approved by the Commission are eligible for alternative certification under the following conditions:

1. Alabama state licensed Emergency Medical Technicians certified as EMS or Rescue Instructor II may be certified as EMS Instructor III.

2. Individuals certified as EMS or Rescue Instructor II not licensed as Emergency Medical Technicians may be certified as Rescue Instructor III.

(a) Scope. This standard identifies the professional levels of competence required to perform the duties of a Fire Investigators.

(b) Purpose. The purpose of this standard is to specify in terms of performance objectives the minimum standards of professional competence required for service as a Fire Investigator. It is not the intent of this standard to restrict any jurisdiction from exceeding these minimum requirements.

(c) General

1. The standards for each level of professional competence shall be completed in accordance with recognized practices and procedures or as may be defined by the Alabama Fire College and Personnel Standards Commission.

2. The objectives are not required to be mastered in the order in which they appear. The Alabama Fire College shall establish the instructional priorities and the training program content to prepare individuals to meet the performance objectives of this standard.

3. The candidate for Fire Investigator shall meet all of the objectives for Fire Investigator before being certified.

(3) Objectives.

(a) The objectives of this standard are based on the ability of the Fire Investigator to demonstrate knowledge and skills as outlined in the Alabama Fire College and Personnel Standards Commission Teaching Outline for Fire Investigator, current edition.

**Author:** W. L. Langston

**Statutory Authority:** Code of Ala. 1975, §§36-32-1, 36-32-12.

**History:** Filed November 7, 1991. **New Rule:** Filed May 6, 1994, Effective June 10, 1994. **Amended:** Filed January 22, 2001; effective February 26, 2001. **Amended:** Filed December 13, 2002; effective January 17, 2003. **Amended:** Filed July 26, 2005; effective July 30, 2005.

**360-X-5-.02 Certified Fire Investigator II.**

(1) Requirements

(A) The candidate must be A Certified Fire Investigator I.

(b) The candidate must be at least 18 years of age.

(c) The candidate must have a high school diploma or GED certificate.

(d) Examination. There will be an examination for state certification provided by the Alabama Fire College and Personnel Standards Commission.

1. An overall score of 70% is required for the successful completion of this examination.

2. Re-test may be taken after 30 days and within 12 months of course completion.

3. All certification testing, to include re-testing, must be completed within 12 months of the course completion date.

(2) Administration

(a) Scope. This standard identifies the professional levels of competence required to perform the duties of a Fire Investigators.

(b) Purpose. The purpose of this standard is to specify in terms of performance objectives the minimum standards of professional competence required for service as a Fire Investigator II. It is not the intent of this standard to restrict any jurisdiction from exceeding these minimum requirements.

(c) General

1. The standards for each level of professional competence shall be completed in accordance with recognized practices and procedures or as may be defined by the Alabama Fire College and Personnel Standards Commission.

2. The objectives are not required to be mastered in the order in which they appear. The Alabama Fire College shall establish the instructional priorities and the training program content to prepare individuals to meet the performance objectives of this standard.

3. The candidate for Fire Investigator I shall meet all of the objectives for Fire Investigator II before being certified.

(3) Objectives.

(a) The objectives of this standard are based on the ability of the Fire Investigator II to demonstrate knowledge and skills as outlined in the Alabama Fire College and Personnel Standards Commission Teaching Outline for Fire Investigator II, current edition.

Author: Allan C Rice

Statutory Authority: Code of Ala. 1975, §§36-32-1, 36-32-12.

History: New Rule: Filed, Effective

360-X-5-.01 Certified Fire Investigator III.(1) Requirements

(a) The candidate must be a Certified Fire Investigator II.

(b) The candidate must be at least 18 years of age.

(c) The candidate must have a high school diploma or GED certificate.

(d) Examination. There will be an examination for state certification provided by the Alabama Fire College and Personnel Standards Commission.

1. An overall score of 70% is required for the successful completion of this examination.

2. Re-test may be taken after 30 days and within 12 months of course completion.

3. All certification testing, to include re-testing, must be completed within 12 months of the course completion date.

(2) Administration

(a) Scope. This standard identifies the professional levels of competence required to perform the duties of a Fire Investigators.

(b) Purpose. The purpose of this standard is to specify in terms of performance objectives the minimum standards of professional competence required for service as a Fire Investigator III. It is not the intent of this standard to

restrict any jurisdiction from exceeding these minimum requirements.

(c) General

1. The standards for each level of professional competence shall be completed in accordance with recognized practices and procedures or as may be defined by the Alabama Fire College and Personnel Standards Commission.

2. The objectives are not required to be mastered in the order in which they appear. The Alabama Fire College shall establish the instructional priorities and the training program content to prepare individuals to meet the performance objectives of this standard.

3. The candidate for Fire Investigator II shall meet all of the objectives for Fire Investigator III before being certified.

(3) Objectives.

(a) The objectives of this standard are based on the ability of the Fire Investigator to demonstrate knowledge and skills as outlined in the Alabama Fire College and Personnel Standards Commission Teaching Outline for Fire Investigator III, current edition.

Author: Allan C Rice

Statutory Authority: Code of Ala. 1975, §§36-32-1, 36-32-12.

History: New Rule: Filed, Effective

360-X-5-.04 Certified Accelerant Detection Canine Handler

(1) Requirements

(a) The candidate must be at least 18 years of age.

(b) The candidate must have a high school diploma or GED certificate.

(c) Examination. There will be an examination for state certification provided by the Alabama Fire College and Personnel Standards Commission.

1. An overall score of 70% is required for the successful completion of this examination.

2. Re-test may be taken after 30 days and within 12 months of course completion.

3. All certification testing, to include re-testing, must be completed within 12 months of the course completion date.

(2) Administration

(a) Scope. This standard identifies the professional levels of competence required to perform the duties of a Accelerant Detection Canine Handler.

(b) Purpose. The purpose of this standard is to specify in terms of performance objectives the minimum standards of professional competence required for service as a Accelerant Detection Canine Handler. It is not the intent of this standard to restrict any jurisdiction from exceeding these minimum requirements.

(c) General

1. The standards for each level of professional competence shall be completed in accordance with recognized practices and procedures or as may be defined by the Alabama Fire College and Personnel Standards Commission.

2. The objectives are not required to be mastered in the order in which they appear. The Alabama Fire College shall establish the instructional priorities and the training program content to prepare individuals to meet the performance objectives of this standard.

3. The candidate for Accelerant Detection Canine Handler shall meet all of the objectives for Fire Investigator before being certified.

(3) Objectives.

(a) The objectives of this standard are based on the ability of the Fire Investigator to demonstrate knowledge and skills as outlined in the Alabama Fire College and Personnel Standards Commission Teaching Outline for Accelerant Detection Canine Handler, current edition.

Author: Allan C Rice

Statutory Authority: Code of Ala. 1975, §§36-32-1, 36-32-12.

History: New Rule: Filed, Effective

360-X-5-.05 Certified Explosives Detection Canine Handler(1) Requirements

(a) The candidate must be at least 18 years of age.

(b) The candidate must have a high school diploma or GED certificate.

(c) Examination. There will be an examination for state certification provided by the Alabama Fire College and Personnel Standards Commission.

1. An overall score of 70% is required for the successful completion of this examination.

2. Re-test may be taken after 30 days and within 12 months of course completion.

3. All certification testing, to include re-testing, must be completed within 12 months of the course completion date.

(2) Administration

(a) Scope. This standard identifies the professional levels of competence required to perform the duties of an Explosives Detection Canine Handler.

(b) Purpose. The purpose of this standard is to specify in terms of performance objectives the minimum standards of professional competence required for service as an Explosives Detection Canine Handler. It is not the intent of this standard to restrict any jurisdiction from exceeding these minimum requirements.

(c) General

1. The standards for each level of professional competence shall be completed in accordance with recognized practices and procedures or as may be defined by the Alabama Fire College and Personnel Standards Commission.

2. The objectives are not required to be mastered in the order in which they appear. The Alabama Fire College shall establish the instructional priorities and the training program content to prepare individuals to meet the performance objectives of this standard.

3. The candidate for Explosives Detection Canine Handler shall meet all of the objectives for Fire Investigator before being certified.

(3) Objectives.

(a) The objectives of this standard are based on the ability of the Fire Investigator to demonstrate knowledge and skills as outlined in the Alabama Fire College and Personnel Standards Commission Teaching Outline for Explosives Detection Canine Handler, current edition.

Author: Allan C Rice

Statutory Authority: Code of Ala. 1975, §§36-32-1, 36-32-12.

History: New Rule: Filed, Effective

2. The Fire Fighter II shall meet all of the objectives for Fire Officer I before being certified at the Fire Officer I level; and the objectives for each succeeding level in the progression shall be met before being certified at the next higher level.

### 3. Objectives.

- a. The objectives of this course are based on the ability of the Fire Officer I to demonstrate knowledge and skills as outlined in the Alabama Fire College and Personnel Standards Commission Teaching Outline for Fire Officer I, current edition.

### 4. Alternative Certification.

- a. Individuals not certified to the Fire Fighter II and or Fire Instructor I level completing equivalent coursework as approved by the Commission are eligible for alternative certification under the following conditions:

1. Alabama state licensed Emergency Medical Technicians certified as EMS or Rescue Instructors may be certified as EMS Officer I.

2. Individuals certified as EMS or Rescue Instructors and not licensed as Emergency Medical Technicians may be certified as Rescue Officer I.

**Author:** Allan C. Rice

**Statutory Authority:** Code of Ala. 1975, §§36-32-1 thru 36-32-12.

**History:** Filed November 7, 1991. **New Rule:** Filed May 6, 1994, Effective Date June 10, 1994. **Amended:** Filed January 22, 2001; effective February 26, 2001. **Amended:** Filed December 13, 2002; effective January 17, 2003. **Amended:** Filed July 26, 2005; effective August 30, 2005. **Amended:** Filed May 8, 2008; effective June 13, 2008.

level in the progression shall be met before being certified at the next higher level.

(3) Objectives

(a) The objectives of this course are based on the ability of the Fire Officer II to demonstrate knowledge and skills as outlined in the Alabama Fire College and Personnel Standards Commission Teaching Outline for Fire Officer II, current edition.

(4) Alternative Certification.

(a) Individuals not certified to the Fire Officer I and Fire Instructor I level completing equivalent coursework as approved by the Commission are eligible for alternative certification under the following conditions:

1. Alabama state licensed Emergency Medical Technicians certified as EMS or Rescue Instructors and EMS or Rescue Officer I may be certified as EMS Officer II.

2. Individuals certified as EMS or Rescue Instructors and EMS or Rescue Officer I not licensed as Emergency Medical Technicians may be certified as Rescue Officer II.

360-X-6-.03 Certified Fire Officer III.

(1) Requirements

(a) The candidate must be a Certified Fire Officer II.

(b) The candidate must be a Certified Fire Instructor II.

c. Examination. There will be an examination for state certification for each level of progression provided by the Alabama Fire College and Personnel Standards Commission.

1. An overall score of 70% is required for the successful completion of this examination.

2. Re-test may be taken after 30 days and within 12 months of course completion.

3. All certification testing, to include re-testing, must be completed within 12 months of the course completion date.

(2) Administration

(a) Scope. This standard identifies the professional level of competence required to perform the duties of a Fire Officer III.

(b) Purpose. The purpose of this standard is to specify, in terms of performance objectives, the minimum requirements for professional service as a Fire Officer III. It is not the intent of this standard to restrict any jurisdiction from exceeding these minimum requirements. This standard shall cover the requirements for the Fire Officer III level of progression.

(c) General

1. It is not required for the objectives to be mastered in the order they appear.

2. The Fire Officer II shall meet all of the objectives for Fire Officer III before being certified at the Fire Officer III level; and the objectives for each succeeding level in the progression shall be met before being certified at the next higher level.

(3) Objectives

(a) The objectives of this standard are based on the ability of the Fire Officer III to demonstrate knowledge and skills as outlined in the Alabama Fire College and Personnel Standards Commission Teaching Outline for Fire Officer III, current edition.

(4) Alternative Certification.

(a) Individuals not certified to the Fire Officer II and Fire Instructor II level completing equivalent coursework as approved by the Commission are eligible for alternative certification under the following conditions:

1. Alabama state licensed Emergency Medical Technicians certified as EMS or Rescue Instructor II and EMS or Rescue Officer II may be certified as EMS Officer III.

2. Individuals certified as EMS or Rescue Instructor II and EMS or Rescue Officer II not licensed as Emergency Medical Technicians may be certified as Rescue Officer III.

**360-X-6-.04     Certified Fire Officer IV.**

(1)            Requirements

(a)            The candidate must be a Certified Fire Officer III.

(b)            Examination. There will be an examination for state certification for each level of progression provided by the Alabama Fire College and Personnel Standards Commission.

1.            An overall score of 70% is required for the successful completion of this examination.

2.            Re-test may be taken after 30 days and within 12 months of course completion.

3.            All certification testing, to include re-testing, must be completed within 12 months of the course completion date.

(2)            Administration

(a)            Scope. This standard identifies the professional level of competence required to perform the duties of a Fire Officer IV.

(b)            Purpose. The purpose of this standard is to specify, in terms of performance objectives, the minimum requirements for professional service as a Fire Officer IV. It is not the intent of this standard to restrict any jurisdiction from exceeding these minimum requirements. This standard shall cover the requirements for the Fire Officer IV level of progression.

(c) General

1. It is not required for the objectives to be mastered in the order they appear.

2. The Fire Officer III shall meet all of the objectives for Fire Officer IV before being certified at the Fire Officer IV level; and the objectives for each succeeding level in the progression shall be met before being certified at the next higher level.

(3) Objectives

(a) The objectives of this standard are based on the ability of the Fire Officer IV to demonstrate knowledge and skills as outlined in the Alabama Fire College and Personnel Standards Commission Teaching Outline for Fire Officer IV, current edition.

(4) Alternative Certification.

(a) Individuals not certified to the Fire Officer III and Fire Instructor II level completing equivalent coursework as approved by the Commission are eligible for alternative certification under the following conditions:

1. Alabama state licensed Emergency Medical Technicians certified as EMS or Rescue Instructor II and EMS or Rescue Officer III may be certified as EMS Officer IV.

2. Individuals certified as EMS or Rescue Instructor II and EMS or Rescue Officer III not licensed as Emergency Medical Technicians may be certified as Rescue Officer IV.

1. The candidate shall meet all of the requirements for this standard before being certified as Fire Department Safety Officer: Health and Safety Officer.

2. Each performance objective for the Fire Department Safety Officer: Health and Safety officer shall be performed swiftly, safely, and with competence. Each objective shall be met in its entirety.

3. It is not required for the objectives to be mastered in the order they appear.

(3) Objectives

(a) The objectives of this standard are based on the ability of the student to demonstrate knowledge and skills as outlined in the Alabama Fire College and Personnel Standards Commission Teaching Outline for Fire Department Safety Officer: Health and Safety Officer, current edition.

(4) Alternative Certification.

(a) Individuals not certified to the Fire Officer I level completing equivalent coursework as approved by the Commission are eligible for alternative certification under the following conditions:

1. Alabama state licensed Emergency Medical Technicians certified to the EMS or Rescue Officer I level may be certified as EMS Safety Officer I.

2. Individuals certified to the EMS or Rescue Officer I level not licensed as Emergency Medical Technicians may be certified as Rescue Safety Officer I.

**360-X-16-.02 Certified Fire Department Safety Officer: Incident Safety Officer.**

(1) Requirements

(a) The student shall be a certified Fire Officer I.

(b) Examination. There will be an examination for state certification for each level of progression provided by the Alabama Fire College and Personnel Standards Commission.

1. An overall score of 70% is required for the successful completion of this examination.

2. Re-test may be taken after 30 days and within 12 months of the date of the original examination for state certification.

3. All certification testing, to include re-testing, must be completed within 12 months of the course completion date.

(2) Administration

(a) Scope. This standard identifies the professional levels of competence required of the Fire Department Safety Officer.

(b) Purpose. The purpose of this standard is to specify, in terms of performance objectives, the minimum requirements of professional competence required for service as a Fire Department Safety Officer.

1. It is not the intent of this standard to restrict any jurisdiction from exceeding these minimum requirements.

(c) General.

1. The candidate shall meet all of the requirements for this standard before being certified as Fire Department Safety Officer: Incident Safety Officer.

2. Each performance objective for the Fire Department Safety Officer: Incident Safety Officer shall be performed swiftly, safely, and with competence. Each objective shall be met in its entirety.

3. It is not required for the objectives to be mastered in the order they appear.

(3) Objectives

(a) The objectives of this standard are based on the ability of the student to demonstrate knowledge and skills as outlined in the Alabama Fire College and Personnel Standards Commission Teaching Outline for Fire Department Safety Officer: Incident Safety Officer, current edition.

(4) Alternative Certification.

(a) Individuals not certified to the Fire Officer I level completing equivalent coursework as approved by the Commission are eligible for alternative certification under the following conditions:

1. Alabama state licensed Emergency Medical Technicians certified to the EMS or Rescue Officer I level may be certified as EMS Safety Officer I.

2. Individuals certified to the EMS or Rescue Officer  
I level not licensed as Emergency Medical Technicians may be  
certified as Rescue Safety Officer I.

ALABAMA FIRE COLLEGE AND  
PERSONNEL STANDARDS COMMISSION  
ADMINISTRATIVE CODE

CHAPTER 360-X-19  
REQUIREMENTS FOR CERTIFIED RESCUE TECHNICIAN

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360-X-19-.01 Certified Rescue Technician: Rope Rescue.

(1) Requirements

(a) The candidate must be a Certified Volunteer Fire Fighter or Certified Fire Fighter I or have documented proof of Hazardous Materials First Responder training at the Awareness and Operational Levels, as specified by the current edition of the National Fire Protection Association (NFPA) 472, Standard for Professional Competence of Responders to Hazardous Materials Incidents.

(b) The candidate must have completed a course of instruction equivalent to or exceeding the DOT Medical First Responder.

(c) Examination. There will be an examination for state certification for each level of progression provided by the Alabama Fire College and Personnel Standards Commission.

1. An overall score of 70% is required for the successful completion of this examination.

2. Re-test may be taken after 30 days and within 12 months of course completion.

3. All certification testing, to include re-testing, must be completed within 12 months of the course completion date.

(2) Administration

(a) Scope. This standard identifies the professional levels of competence required of the Rescue Technician: Rope Rescue.

(b) Purpose. The purpose of this standard is to specify, in terms of performance objectives, the minimum requirements of professional competence required for service as a Rescue Technician: Rope Rescue. It is not the intent of this standard to restrict any jurisdiction from exceeding these minimum requirements.

(c) General

1. The candidate shall meet all of the requirements for this standard before being certified as Rescue Technician: Rope Rescue.

2. Each performance objective for the Rescue Technician: Rope Rescue shall be performed swiftly, safely, and with competence. Each objective shall be met in its entirety.

3. It is not required for the objectives to be mastered in the order they appear.

(3) Objective

(a) The objectives of this course are based on the ability of the student to demonstrate knowledge and skills as outlined in the Alabama Fire College and Personnel Standards Commission Teaching Outline for Rescue Technician: Rope Rescue, current edition.

Author: W. L. Langston

Statutory Authority: Code of Ala. 1975, §§36-32-1 thru 36-32-12.

History: New Rule: Filed January 22, 2001; effective February 26, 2001. Amended: Filed December 13, 2002; effective January 17, 2003. Amended: Filed July 26, 2005; effective August 30, 2005.

**360-X-19-.02    Certified Rescue Technician: Confined Space Rescue.**

(1) Requirements

(a) The candidate must be a Certified Volunteer Fire Fighter or Certified Fire Fighter I or have documented proof of Hazardous Materials First Responder training at the Awareness and Operational Levels, as specified by the current edition of the National Fire Protection Association (NFPA) 472, Standard for Professional Competence of Responders to Hazardous Materials Incidents.

(b) The candidate must have completed a course of instruction equivalent to or exceeding the DOT Medical First Responder.

(c) Examination. There will be an examination for state certification for each level of progression provided by the Alabama Fire College and Personnel Standards Commission.

1. An overall score of 70% is required for the successful completion of this examination.

2. Re-test may be taken after 30 days and within 12 months of course completion.

3. All certification testing, to include re-testing, must be completed within 12 months of the course completion date.

(2) Administration

(a) Scope. This standard identifies the professional levels of competence required of the Rescue Technician: Confined Space Rescue.

(b) Purpose. The purpose of this standard is to specify, in terms of performance objectives, the minimum requirements of professional competence required for service as a Rescue Technician: Confined Space Rescue. It is not the intent of this standard to restrict any jurisdiction from exceeding these minimum requirements.

(c) General

1. The candidate shall meet all of the requirements for this standard before being certified as Rescue Technician: Confined Space Rescue.

2. Each performance objective for the Rescue Technician: Confined Space Rescue shall be performed swiftly, safely, and with competence. Each objective shall be met in its entirety.

3. It is not required for the objectives to be mastered in the order they appear.

(3) Objective

(a) The objectives of this course are based on the ability of the Rescue Technician: Confined Space Rescue to demonstrate knowledge and skills as outlined in the Alabama Fire College and Personnel Standards Commission Teaching Outline for Rescue Technician: Confined Space Rescue, current edition.

**Author:** W. L. Langston

**Statutory Authority:** Code of Ala. 1975, §§36-32-1 thru 36-32-12.

**History:** **New Rule:** Filed January 22, 2001; effective February 26, 2001. **Amended:** Filed December 13, 2002; effective January 17, 2003. **Amended:** Filed July 26, 2005; effective August 30, 2005.

360-X-19-.03 Certified Rescue Technician: Trench Rescue.

(1) Requirements

(a) The candidate must be a Certified Volunteer Fire Fighter or Certified Fire Fighter I. or have documented proof of Hazardous Materials First Responder training at the Awareness and Operational Levels, as specified by the current edition of the National Fire Protection Association (NFPA) 472, Standard for Professional Competence of Responders to Hazardous Materials Incidents

(b) The candidate must have completed a course of instruction equivalent to or exceeding the DOT Medical First Responder.

(c) Examination. There will be an examination for state certification for each level of progression provided by the Alabama Fire College and Personnel Standards Commission.

1. An overall score of 70% is required for the successful completion of this examination.

2. Re-test may be taken after 30 days and within 12 months of course completion.

3. All certification testing, to include re-testing, must be completed within 12 months of the course completion date.

(2) Administration

(a) Scope. This standard identifies the professional levels of competence required of the Rescue Technician: Trench Rescue.

(b) Purpose. The purpose of this standard is to specify, in terms of performance objectives, the minimum requirements of professional competence required for service for Rescue Technician: Trench Rescue. It is not the intent of this standard to restrict any jurisdiction from exceeding these minimum requirements.

(c) General

1. The candidate shall meet all of the requirements for this standard before being certified as Rescue Technician: Trench Rescue.

2. Each performance objective for the Rescue Technician: Trench Rescue shall be performed swiftly, safely,

and with competence. Each objective shall be met in its entirety.

3. It is not required for the objectives to be mastered in the order they appear.

(3) Objective

(a) The objectives of this course are based on the ability of the Rescue Technician: Trench Rescue to demonstrate knowledge and skills as outlined in the Alabama Fire College and Personnel Standards Commission Teaching Outline for Rescue Technician: Trench Rescue, current edition.

**Author:** W. L. Langston

**Statutory Authority:** Code of Ala. 1975, §§36-32-1 thru 36-32-12.

**History:** **New Rule:** Filed January 22, 2001; effective February 26, 2001. **Amended:** Filed December 13, 2002; effective January 17, 2003. **Amended:** Filed July 26, 2005; effective August 30, 2005.

**360-X-19-.04 Certified Rescue Technician: Structural Collapse Rescue.**

(1) Requirements.

(a) The candidate must be a Certified Volunteer Fire Fighter or Certified Fire Fighter I or have documented proof of Hazardous Materials First Responder training at the Awareness and Operational Levels, as specified by the current edition of the National Fire Protection Association (NFPA) 472, Standard for Professional Competence of Responders to Hazardous Materials Incidents.

(b) The candidate must have completed a course of instruction equivalent to or exceeding the DOT Medical First Responder.

(c) Examination. There will be an examination for state certification for each level of progression provided by the Alabama Fire College and Personnel Standards Commission.

1. An overall score of 70% is required for the successful completion of this examination.

360-X-19-.05     Certified Rescue Technician: Surface Water Rescue.

(1)            **Requirements.**

(a)            The candidate must be a Certified Volunteer Fire Fighter or Certified Fire Fighter I or have documented proof of Hazardous Materials First Responder training at the Awareness and Operational Levels, as specified by the current edition of the National Fire Protection Association (NFPA) 472, Standard for Professional Competence of Responders to Hazardous Materials Incidents.

(b)            The candidate must have completed a course of instruction equivalent to or exceeding the DOT Medical First Responder.

(c)            **Examination.** There will be an examination for state certification for each level of progression provided by the Alabama Fire College and Personnel Standards Commission.

1.            An overall score of 70% is required for the successful completion of this examination.

2.            Re-test may be taken after 30 days and within 12 months of course completion.

3.            All certification testing, to include re-testing, must be completed within 12 months of the course completion date.

(2)            **Administration.**

(a)            **Scope.** This standard identifies the professional levels of competence required of the Rescue Technician: Surface Water Rescue.

(b)            **Purpose.** The purpose of this standard is to specify, in terms of performance objectives, the minimum requirements of professional competence required for service for Rescue Technician: Surface Water Rescue.

It is not the intent of this standard to restrict any jurisdiction from exceeding these minimum requirements.

## (c) General.

1. The candidate shall meet all of the requirements for this standard before being certified as Rescue Technician: Surface Water Rescue.

2. Each performance objective for the Rescue Technician: Surface Water Rescue shall be performed swiftly, safely, and with competence. Each objective shall be met in its entirety.

3. It is not required for the objectives to be mastered in the order they appear.

(3) **Objective.** The objectives of this course are based on the ability of the Rescue Technician: Surface Water Rescue to demonstrate knowledge and skills as outlined in the Alabama Fire College and Personnel Standards Commission Teaching Outline for Rescue Technician: Surface Water Rescue, current edition.

**Author:** W. L. Langston

**Statutory Authority:** Code of Ala. 1975, §§36-32-1 thru 36-32-12.

**History: New Rule:** Filed July 26, 2005; effective August 30, 2005.

**360-X-19-.06 Certified Rescue Technician: Vehicle And Machinery Rescue.**

(1) Requirements.

(a) The candidate must be a Certified Volunteer Fire Fighter or Certified Fire Fighter I or have documented proof of Hazardous Materials First Responder training at the Awareness and Operational Levels, as specified by the current edition of the National Fire Protection Association (NFPA) 472, Standard for Professional Competence of Responders to Hazardous Materials Incidents.

(b) The candidate must have completed a course of instruction equivalent to or exceeding the DOT Medical First Responder.

Teaching Outline for Rescue Technician: Vehicle and Machinery Rescue, current edition.

Author: Allan C Rice

Statutory Authority: Code of Ala. 1975, §§36-32-1 thru 36-32-12.

History: New Rule: Filed; effective .

360-X-19-.07 Certified Rescue Technician: Dive Rescue.

(1) Requirements.

(a) The candidate must be a Certified Volunteer Fire Fighter or Certified Fire Fighter I or have documented proof of Hazardous Materials First Responder training at the Awareness and Operational Levels, as specified by the current edition of the National Fire Protection Association (NFPA) 472, Standard for Professional Competence of Responders to Hazardous Materials Incidents.

(b) The candidate must have completed a course of instruction equivalent to or exceeding the DOT Medical First Responder.

(c) Examination. There will be an examination for state certification for each level of progression provided by the Alabama Fire College and Personnel Standards Commission.

1. An overall score of 70% is required for the successful completion of this examination.

2. Re-test may be taken after 30 days and within 12 months of course completion.

3. All certification testing, to include re-testing, must be completed within 12 months of the course completion date.

(2) Administration.

(a) Scope. This standard identifies the professional levels of competence required of the Rescue Technician: Dive Rescue.

(b) Purpose. The purpose of this standard is to specify, in terms of performance objectives, the minimum

requirements of professional competence required for service for Rescue Technician: Dive Rescue.

It is not the intent of this standard to restrict any jurisdiction from exceeding these minimum requirements.

(c) General.

1. The candidate shall meet all of the requirements for this standard before being certified as Rescue Technician: Dive Rescue.

2. Each performance objective for the Rescue Technician: Dive Rescue shall be performed swiftly, safely, and with competence. Each objective shall be met in its entirety.

3. It is not required for the objectives to be mastered in the order they appear.

(3) Objective. The objectives of this course are based on the ability of the Rescue Technician: Dive Rescue to demonstrate knowledge and skills as outlined in the Alabama Fire College and Personnel Standards Commission Teaching Outline for Rescue Technician: Dive Rescue, current edition.

Author: Allan C Rice

Statutory Authority: Code of Ala. 1975, §§36-32-1 thru 36-32-12.

History: New Rule: Filed; effective .

360-X-19-.08 Certified Rescue Technician: Cave Rescue.

(1) Requirements.

(a) The candidate must be a Certified Volunteer Fire Fighter or Certified Fire Fighter I or have documented proof of Hazardous Materials First Responder training at the Awareness and Operational Levels, as specified by the current edition of the National Fire Protection Association (NFPA) 472, Standard for Professional Competence of Responders to Hazardous Materials Incidents.

(b) The candidate must have completed a course of instruction equivalent to or exceeding the DOT Medical First Responder.

(c) Examination. There will be an examination for state certification for each level of progression provided by the Alabama Fire College and Personnel Standards Commission.

1. An overall score of 70% is required for the successful completion of this examination.

2. Re-test may be taken after 30 days and within 12 months of course completion.

3. All certification testing, to include re-testing, must be completed within 12 months of the course completion date.

(2) Administration.

(a) Scope. This standard identifies the professional levels of competence required of the Rescue Technician: Cave Rescue.

(b) Purpose. The purpose of this standard is to specify, in terms of performance objectives, the minimum requirements of professional competence required for service for Rescue Technician: Cave Rescue.

It is not the intent of this standard to restrict any jurisdiction from exceeding these minimum requirements.

(c) General.

1. The candidate shall meet all of the requirements for this standard before being certified as Rescue Technician: Cave Rescue.

2. Each performance objective for the Rescue Technician: Cave Rescue shall be performed swiftly, safely, and with competence. Each objective shall be met in its entirety.

3. It is not required for the objectives to be mastered in the order they appear.

(3) Objective. The objectives of this course are based on the ability of the Rescue Technician: Cave Rescue to demonstrate knowledge and skills as outlined in the Alabama Fire College and Personnel Standards Commission Teaching Outline for Rescue Technician: Cave Rescue, current edition.

Author: Allan C Rice

Statutory Authority: Code of Ala. 1975, §§36-32-1 thru 36-32-12.

History: New Rule: Filed; effective .

360-X-19-.09 Certified Rescue Technician: Mine and Tunnel Rescue.

(1) Requirements.

(a) The candidate must be a Certified Volunteer Fire Fighter or Certified Fire Fighter I or have documented proof of Hazardous Materials First Responder training at the Awareness and Operational Levels, as specified by the current edition of the National Fire Protection Association (NFPA) 472, Standard for Professional Competence of Responders to Hazardous Materials Incidents.

(b) The candidate must have completed a course of instruction equivalent to or exceeding the DOT Medical First Responder.

(c) Examination. There will be an examination for state certification for each level of progression provided by the Alabama Fire College and Personnel Standards Commission.

1. An overall score of 70% is required for the successful completion of this examination.

2. Re-test may be taken after 30 days and within 12 months of course completion.

3. All certification testing, to include re-testing, must be completed within 12 months of the course completion date.

(2) Administration.

(a) Scope. This standard identifies the professional levels of competence required of the Rescue Technician: Mine and Tunnel Rescue.

(b) Purpose. The purpose of this standard is to specify, in terms of performance objectives, the minimum requirements of professional competence required for service for Rescue Technician: Mine and Tunnel Rescue.

It is not the intent of this standard to restrict any jurisdiction from exceeding these minimum requirements.

(c) General.

1. The candidate shall meet all of the requirements for this standard before being certified as Rescue Technician: Mine and Tunnel Rescue.

2. Each performance objective for the Rescue Technician: Mine and Tunnel Rescue shall be performed swiftly, safely, and with competence. Each objective shall be met in its entirety.

3. It is not required for the objectives to be mastered in the order they appear.

(3) Objective. The objectives of this course are based on the ability of the Rescue Technician: Mine and Tunnel Rescue to demonstrate knowledge and skills as outlined in the Alabama Fire College and Personnel Standards Commission Teaching Outline for Rescue Technician: Mine and Tunnel Rescue, current edition.

Author: Allan C Rice

Statutory Authority: Code of Ala. 1975, §§36-32-1 thru 36-32-12.

History: New Rule: Filed; effective .

360-X-19-.10 Certified Rescue Technician: Rescue Boat Operator.

(1) Requirements.

(a) The candidate must be a Certified Volunteer Fire Fighter or Certified Fire Fighter I or have documented proof of Hazardous Materials First Responder training at the Awareness and Operational Levels, as specified by the current edition of the National Fire Protection Association (NFPA) 472, Standard for Professional Competence of Responders to Hazardous Materials Incidents.

(b) The candidate must have completed a course of instruction equivalent to or exceeding the DOT Medical First Responder.

(c) Examination. There will be an examination for state certification for each level of progression provided by the Alabama Fire College and Personnel Standards Commission.

1. An overall score of 70% is required for the successful completion of this examination.

2. Re-test may be taken after 30 days and within 12 months of course completion.

3. All certification testing, to include re-testing, must be completed within 12 months of the course completion date.

(2) Administration.

(a) Scope. This standard identifies the professional levels of competence required of the Rescue Technician: Rescue Boat Operator.

(b) Purpose. The purpose of this standard is to specify, in terms of performance objectives, the minimum requirements of professional competence required for service for Rescue Technician: Rescue Boat Operator.

It is not the intent of this standard to restrict any jurisdiction from exceeding these minimum requirements.

(c) General.

1. The candidate shall meet all of the requirements for this standard before being certified as Rescue Technician: Rescue Boat Operator.

2. Each performance objective for the Rescue Technician: Rescue Boat Operator shall be performed swiftly, safely, and with competence. Each objective shall be met in its entirety.

3. It is not required for the objectives to be mastered in the order they appear.

(3) Objective. The objectives of this course are based on the ability of the Rescue Technician: Rescue Boat Operator to demonstrate knowledge and skills as outlined in the Alabama Fire College and Personnel Standards Commission Teaching

Outline for Rescue Technician: Rescue Boat Operator, current edition.

Author: Allan C Rice

Statutory Authority: Code of Ala. 1975, §§36-32-1 thru 36-32-12.

History: New Rule: Filed; effective .

360-X-19-.11 Certified Rescue Technician: Animal Rescue.

(1) Requirements.

(a) The candidate must be a Certified Volunteer Fire Fighter or Certified Fire Fighter I or have documented proof of Hazardous Materials First Responder training at the Awareness and Operational Levels, as specified by the current edition of the National Fire Protection Association (NFPA) 472, Standard for Professional Competence of Responders to Hazardous Materials Incidents.

(b) The candidate must have completed a course of instruction equivalent to or exceeding the DOT Medical First Responder.

(c) Examination. There will be an examination for state certification for each level of progression provided by the Alabama Fire College and Personnel Standards Commission.

1. An overall score of 70% is required for the successful completion of this examination.

2. Re-test may be taken after 30 days and within 12 months of course completion.

3. All certification testing, to include re-testing, must be completed within 12 months of the course completion date.

(2) Administration.

(a) Scope. This standard identifies the professional levels of competence required of the Rescue Technician: Animal Rescue.

(b) Purpose. The purpose of this standard is to specify, in terms of performance objectives, the minimum

requirements of professional competence required for service for  
Rescue Technician: Animal Rescue.

It is not the intent of this standard to restrict any  
jurisdiction from exceeding these minimum requirements.

(c) General.

1. The candidate shall meet all of the requirements  
for this standard before being certified as Rescue Technician:  
Animal Rescue.

2. Each performance objective for the Rescue  
Technician: Animal Rescue shall be performed swiftly, safely,  
and with competence. Each objective shall be met in its  
entirety.

3. It is not required for the objectives to be  
mastered in the order they appear.

(3) Objective. The objectives of this course are  
based on the ability of the Rescue Technician: Animal Rescue to  
demonstrate knowledge and skills as outlined in the Alabama Fire  
College and Personnel Standards Commission Teaching Outline for  
Rescue Technician: Animal Rescue, current edition.

Author: Allan C Rice

Statutory Authority: Code of Ala. 1975, §§36-32-1 thru  
36-32-12.

History: New Rule: Filed; effective .

Deputy Director Breland explained all of the proposed changes. The Commission discussed those changes and made some additional revisions. Breland will have those changes ready for the Public Hearing which will be scheduled for October 15<sup>th</sup>, 2008 before the Quarterly Commission Meeting.

Commissioner Paulk made a motion to accept the Administrative Code with the changes to be submitted at the Public Hearing and it was seconded by Commissioner Boyd. The motion carried unanimously.

**C. Budget**

The Budget Committee met on July 14, 2008. Commissioner Boyd, chair of the Budget Committee, made a motion to accept the proposed budget. It was seconded by Commissioner Graves. The motion carried unanimously.

**D. Work Session**

Chairman Zaragoza said that the Commission needs to meet to discuss our relationship with Shelton State Community College and our separation from postsecondary. After discussion, a work session meeting in a retreat setting has been set up for September 14-16, 2008 at Guntersville State Park.

**E. Planning Discussion for New Facility**

Director Rice asked for input from the Commissioners about the building needed for CPAT testing, an auditorium, storage for vehicles and equipment, classrooms and dorms. After discussion:

Commissioner Graves made a motion to have an architect and the AFC staff to develop plans for a new facility and Commissioner Paulk seconded it. The motion carried unanimously.

**F. Mobile Fire Training Simulator Proposal**

Director Rice explained the vendor prepared document that was included in the Commission packets. Currently the Fire College does not have a live fire burn building. At the end of recruit school we take the students out to a live burn. It will cost as much to build a building as it would to have two trucks. A fixed prop would only be used here. With this simulator we will be able to pull one out to our drill field and the days we don't need it, we will send it out to field classes where the other one would be used all the time. The estimated cost will be one million dollars for the two simulators, not including the tractor. Patrick Draper, the Fire Program Manager, agreed that the simulators are needed for the recruit schools. The Field Program Manager Larry Jarvis, stated his desire to have a simulator that will be used at departments around the state for every 160 Volunteer Fire Fighter class. The volunteer associations are supportive and are willing to share grant applications with us. Rice said he was able to see the

suppression training. There are SCBA courses throughout the state that would keep both of these simulators busy. This particular vendor is train-the-trainer oriented and we will be able to buy parts and assume our own maintenance. Our goal is to get more training throughout the state. Jarvis stated that the simulator can be incorporated in our Live Fire Training Train-the-Trainer courses. Rice said that we have plenty of employees to man two.

Commissioner Paulk made a motion for the staff to move forward to spec out the price for one simulator, for two simulators, and for one tractor. It was seconded by Commissioner Wyatt. Motion carried unanimously.

#### **OLD BUSINESS**

There was none.

#### **NEW BUSINESS**

There was none.

#### **BUSINESS FROM VISITORS**

There was none

#### **BUSINESS FROM COMMISSIONERS**

Commissioner Bulman made a motion to change the name of the campus back to the Alabama Fire College Campus. It was seconded by Commissioner Boyd.

After discussion, Commissioner Wyatt made a motion to table Commissioner Bulman's motion. It was seconded by Commissioner Paulk. Roll call vote was taken:

Boyd – Yes  
Bulman – No  
Cobb – Yes  
Graves – Yes  
Paulk – Yes  
Wyatt – Yes

Motion carried 5 to 1.

Commissioner Bulman asked the time frame for the Bridge Program to be implemented in the field. Rice said that with the recent changes to the program he wants to have one more class on the AFC campus before it is released to the field.

Commissioner Bulman asked questions concerning the fees for the Self-Sponsored Recruit Program. The recruits have the option to bring their own equipment or rent ours. Rice explained that the Fire College has purchased the necessary clothes, gear, etc. and will maintain the rental items.

Rice gave out the switchboard number, 205-391-3744 and the 800 number, 800-241-2467.

Commissioner Cobb asked about Honor Guard training. Rice said that we have sent two staff members to an Honor Guard Academy.

Division Director Jimmy Conner, said that the Fall Fire College Week has been scheduled for October 9-12, 2008 with the Memorial Service to begin at 10:30 a.m. on Saturday October 11<sup>th</sup>.

Commissioner Graves commended the staff on the success of the National Registry Refresher class.

Next Quarterly Commission Meeting will be October 15, 2008 at the Alabama Fire College.

Commissioner Boyd made a motion to adjourn the meeting. Commissioner Paulk seconded it and the motion carried.

Meeting adjourned.

Respectfully submitted,



Allan Rice  
Executive Director



Melony L. Carroll  
Secretary

# **ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION**

## **Work Session Commission Meeting September 15, 2008**

The meeting was called to order by Chairman Butch Zaragoza at 9:00 a.m. The meeting was held at the Guntersville State Park Lodge, Guntersville, Alabama.

Roll call revealed the following members present: David Boyd, Bill Bulman, Ralph Cobb, Dwight Graves, Edward Paulk, and Butch Zaragoza  
Quorum ascertained.

### **VISITORS**

Bryan Breland

### **MINUTES**

Chairman Zaragoza said there were basically two items that needed to be discussed: the memorandum of understanding between the Fire College and Shelton State Community College, and the upcoming legislative session and the intent to separate from postsecondary. The State Board of Education wants a separation and so do the Commissioners. Executive Director Rice has been working with the president of Shelton State.

Director Rice gave a quick overview of the Fiscal Agency Agreement with Shelton State. In an attempt to bring clarity we are attempting to itemize the cost of our services with Shelton. The current agreement is \$467,000.00. We do not feel that the amount that we pay them can be properly justified. Dr. Heinrich does not want to overcharge us and is willing to determine what they should be charging and what we should be paying. There are three components of our services that Shelton pays for us. Our vehicle and facilities insurance is included with Shelton and we receive a savings for that. Shelton also provides payroll for us which is the only Human Resource function they do for us. Johnny Parker is willing to take the Shelton payroll budget and determine an amount based on our staff. There are a myriad of financial services that they maintain on our behalf. There are six or seven people in their business office that handle our business. We have proposed that we create one position that will solely be assigned to Fire College business. Shelton is in favor of the idea. We should see a substantial reduction in the cost that we pay to Shelton. The changes we want to make are: Strike out number IV in the agreement (the Interagency Transfer of Funds) as the "Alabama Fire and Emergency Services Academy" is not in the budget for next year, so it is no longer relevant; the amount to the Fiscal Agent listed in number III is \$467,000.00 which needs to be re-evaluated.

We already have our own phone system, independent of Shelton. We are close to being independent with our data service. We are proposing that Shelton house one router and we will use the existing fiber optic cable but we will have our own bandwidth.

Commissioner Bulman asked about the Fire College property if the separation occurs. Rice said that in meetings with Chancellor Byrne that he indicated that he would consider a recommendation to either sell us the land or lease it to us. There is not clear ownership for property. We will write in what we want and think is ours and then we'll work with them to come to an agreement.

Breland went over HB744 and the changes that have been proposed. There is an issue with the office of EMS and Trauma about our role in EMS education and we need to meet with Dr. Williamson and work out a solution, before the legislative session. There was discussion about making changes in the bill or to focus primarily on the separation. Commission Cobb stated that he wants unity and support of the public as we seek separation. Rice asked the Commission if they felt that the Commission and the Alabama Fire College are one entity. We are a state agency that is staffed by postsecondary employees and have a postsecondary institution as our fiscal agent. We have never technically been part of postsecondary.

Commissioner Bulman made a motion to change line 16-19 on page 3 of HB744 to read:

The Alabama Firefighters' Personnel Standards and Education  
Commission and Alabama Fire College is hereby created and established.  
It was seconded by Commission Graves and the motion carried unanimously.

The meeting adjourned due to a fire alarm and reconvened several minutes later.

Employee pay schedules were discussed as well as assurances that the AFC staff will still have the same rights and benefits that they currently are receiving.

The Fire College property will be conveyed to the Commission and will be added to the bill.

Roger Bates, the former attorney for the State Board of Education, has talked about the need to have a Board of Trustees. Rice suggested that we may need that as a back up in order to help us reach autonomy.

Chairman Zaragoza implemented a timeline for meetings that need to be set up before the legislative session. The meeting with Chancellor Byrne, appropriate state legislators and Dr. Williamson need to be in October or November of this year. He asked Rice to set those up. He would like Commissioner Boyd, Commissioner Bulman, Director Rice and himself to meet with Senator Poole. There was discussion about finding a lobbyist to work on our behalf. It was decided to contact the State Board of Education for recommendations since we will be working on this separation together.

The Commission will contact fire service organizations, the Joint Fire Council and the fire service public to inform them of the separation and what it means. A public relations pamphlet needs to be created and put on the website and taken to fire service meetings throughout the state. The pamphlet will be created with Shelton.

Rice said that the strategic proposal will include constructing a plan with postsecondary for passage of the bill; willing to add an outside firm based on postsecondary recommendations; dialogue with state legislators; present presentation to Joint Fire

Council with pamphlet, and ask that they filter that to their executive boards and then pass to their membership; and lastly, internal education with the Fire College employees. Breland will have a "press release" by the October meeting to give to each Commissioner as a reply as to why we want to separate. This will be given to any agency or person that asks. A printed document will be drafted including bullets that will explain what the separation will do and what it won't do. It will be sent for approval by postsecondary before the Commission meeting in October, so it will be ready for the Commission's approval.

The meeting adjourned for lunch.

Rice explained the letters that have been sent asking for restitution. A letter has been sent to the U.S. District Attorney, Miles Hart asking for restitution in the cases of William Langston and Melinda Kay Umphrey. Another letter has been sent to Dr. Mark Heinrich, the president of Shelton State Community College asking for the money that was improperly used for the residence at Woodbank. Commissioner Graves also would like to eventually see the money that was put into the AFC Foundation be reimbursed and used for the purpose of training firefighters.

Commissioner Bulman had questions about the Administrative Code. Breland said that the changes have been received by Administrative Monthly and will be brought up at the Public Hearing in October. Rice said that the proposed changes would be posted on the website.

Breland said that a reciprocity question has been sent in, and will be included in the Commission packets. This person will attend the Commission meeting and ask for a ruling.

Commissioner Cobb would like to receive regular updates from the Director on pertinent issues. Some Commissioners indicated that they are not receiving emails through their AFC accounts. Rice indicated that the Commission e-group will be changed to go to their primary email addresses. He also would like to regulate the course fees in the field. Rice said that a proposal would be included in the Commission packets.

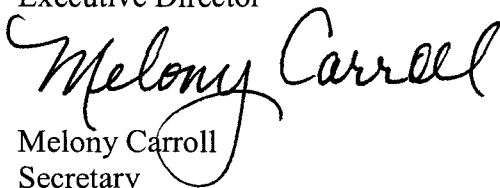
Commissioner Bulman made a motion to adjourn the meeting. Commissioner Graves seconded it and the motion carried.

Meeting adjourned.

Respectfully submitted,



Allan Rice  
Executive Director



Melony Carroll  
Secretary

# **ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION**

## **Quarterly Commission Meeting October 15, 2008**

The meeting was called to order by Chairman Butch Zaragoza at 9:00 a.m. The meeting was held at the Alabama Fire College in Tuscaloosa, Alabama.

Roll call revealed the following members present: David Boyd, Bill Bulman, Ralph Cobb, Dwight Graves, Edward Paulk, Dale Wyatt, and Butch Zaragoza  
Quorum ascertained.

### **VISITORS**

Jimmy Conner, Stan Odom, Wayne Murry, Christy Ryland, Jason Samuel, Jeff Herrin, Tim Blakemore, Jerry Laughlin, Julie Coffman, William Tinell

### **MINUTES**

Commissioner Bulman made a motion to approve the minutes of July 16, 2008 after a wording change was made clarifying the purpose of the upcoming work session, and the minutes of September 15, 2008. It was seconded by Commissioner Boyd. The motion carried unanimously.

### **VIDEO CONFERENCE TECHNOLOGY**

The Fire College has completed the video conferencing system for the Executive Classroom. A demonstration was presented to the Commission by the ISI group along with Jeff Herrin from the University of Alabama.

### **PUBLIC HEARING**

Chairman Zaragoza asked if there was any discussion regarding the Administrative Code. The Commissioners had no comment. The public was asked for comments and there were none. Deputy Director Breland has not received any email, letter or any other correspondence referencing the code. Chairman Zaragoza closed the Public Hearing.

### **Director's Report:**

- A. We had an increase of students for this quarter up from last year at this time. We met last week with Jerry, Jimmy and Patrick to assist the TRC's (Technical Review Committees) and we should see these continue to escalate.
  - Budget Update: Several meetings have occurred with Shelton State Community College for preparation for the near certain pro-ration. We will set aside 4% of our budget so we will be sure to still be able to function if proration comes later in the year. If it comes at 5% or 6% we should be able to adjust. If it comes at 8% we will probably have to look at using the reserves. Rice doesn't want to take the 8% and then find out we didn't need to.

- Information Technology Program: The new video conference capability will also enhance the classroom. We currently share internet and network access with Shelton State. We will be recognized as our own entity by the Alabama Research and Education Network (AREN) portion of the Super Computer Authority. We will receive the free network bundle that other education institutions receive. Our cost should be minimal. This will give us complete administrative control over our computer network. A group will come in and help us with our IT strategy and assist us with our switchover from Shelton and reconfiguration of our website and database.
- EMS Program Director Search: The position is a Fire College staff appointment and a faculty appointment of Shelton State. The position was posted 21 days and there were only 2 applicants. It will be re-posted and advertised nationally.
- New Facility Update: We've had our initial planning meeting with the architect. With economic instability we won't set any timelines for construction, but we are moving ahead with the planning phase and blueprints.
- Course Fees: A poll has been sent out to the other state fire training directors and follow-up is being conducted by phone. No one trains in the field the same way we do. The recommendation today is to stick with the interim policy of off site recruit schools with a ceiling of \$750.00 and for any other off site certification course a formula of \$1.00 per instructional hour. A final recommendation should be ready by the January meeting.
- Fiscal Agency Agreement: We will be presenting our counter proposal to Shelton State today at 1:30. Some cost issues had to be rectified and with meetings with Dr. Heinrich we think that these will be resolved today. Shelton will employ an accountant for all of our accounting business and we will cover that expense in our contract fee that we pay them for fiscal agency services.

## **B. Mobile Fire Training Simulator**

Recommendation to purchase one unit at the base bid price with the accessories listed and approval to purchase the state bid tractor configuration that we have the quotation on. Questions were raised regarding financing and funding sources.

Commissioner Paulk made a motion to check into the finance plan and continue this discussion in the January meeting. Commission Bulman seconded it. Roll call vote was taken.

Boyd – yes

Bulman – yes

Cobb – no

Graves – yes

Paulk – yes

Wyatt – yes

Motion carried 5 to 1.

Rice said that it may take five months lead time to get the simulator made. He asked the Commission if they would consider meeting before January

if the financial information could be obtained sooner. The Commission was agreeable to do that.

### **C. Legislative Update**

Our draft of HB 744 from the work session has not been circulated yet, awaiting final approval from the Commission. Breland said that the date of October 1, 2007 will be updated to October 1, 2009.

Commissioner Bulman made a motion to accept the legislative draft of HB 744 and Commissioner Boyd seconded it. Motion carried unanimously.

### **D. Administrative Code**

Chairman Zaragoza said that without any comments at the Public Hearing that a motion to accept the code needs to be made.

Commissioner Bulman made a motion to accept the Administrative Code and Commissioner Paulk seconded it. The motion carried unanimously.

## **OLD BUSINESS**

There was none.

## **NEW BUSINESS**

Commissioner Cobb asked why we are delaying the purchase of the Mobile Simulator if we have cash in reserves. Commissioner Paulk asked Director Rice his recommendation if given the decision today that the interest market was way too high, would you recommend we delve into reserves or would you recommend we withhold purchase? Rice recommended to purchase it with the combination of residual funds from 07-08 and reserves on hand. We need to put one of these in the field.

Commissioner Paulk made a motion to approve and sign the contract for the Mobile Fire Training Simulator. It was seconded by Commissioner Wyatt. The motion carried unanimously.

## **BUSINESS FROM VISITORS**

There was none

## **BUSINESS FROM COMMISSIONERS**

Chairman Zaragoza asked if the Commission was receiving the updates from the Director. The Commission said that they have.

Commissioner Bulman wants to have open dialogue and do what it takes to get the bill passed.

Chairman Zaragoza said that he has received complaints that there are problems with the website applications. Rice said that the IT audit will address this.

Next Quarterly Commission Meeting will be January 21, 2009 at the Alabama Fire College.

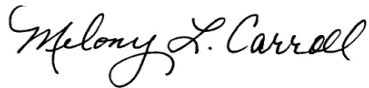
Commissioner Bulman made a motion to adjourn the meeting. Commissioner Boyd seconded it and the motion carried.

Meeting adjourned.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Allan Rice". The signature is fluid and cursive, with a prominent "A" and "R".

Allan Rice  
Executive Director

A handwritten signature in black ink, appearing to read "Melony L. Carroll". The signature is cursive and elegant, with a large "M" and "C".

Melony L. Carroll  
Secretary

# **ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION**

## **Special Called Commission Meeting November 22, 2008**

The meeting was called to order by Chairman Butch Zaragoza at 11:00 a.m. The meeting was held at the Vestavia Hills Municipal Center in Vestavia Hills, AL.

Roll call revealed the following members present: David Boyd, Bill Bulman, Ralph Cobb, Dwight Graves, Edward Paulk, Dale Wyatt, and Butch Zaragoza.

Quorum ascertained.

### **VISITORS**

Mark Boardman - Attorney

### **PURPOSE OF SPECIAL CALLED MEETING**

Chairman Zaragoza stated that some Commissioners requested this meeting regarding the procedures concerning the harassment suit that has been filed. Zaragoza gave the background on how everything has transpired. We are not in a position to talk about the case. If the individual is terminated, there is an appeal procedure and we don't want to hinder that. The situation started last Friday at the Fire College pertaining to an individual in the upper ranks of the organization. Zaragoza and Director Rice decided to go to an outside firm to investigate the charges. Rice called Monday afternoon and said he had found a firm that would handle it. They sat down with the attorneys the following afternoon. A copy of the state law pertaining to the Commission and a copy of that individual's contract was given to the attorney. Mark Boardman advised us on how to handle the situation. A letter was drafted and given to the individual the next morning. We were advised to have security personnel at the Fire College when the letter was delivered as a neutral witness. It was arranged to have AFC staff drive the individual home so that the state car would be returned to the Fire College. The investigation began and interviews have occurred with the different employees who have been named in the complaint that has been filed. The firm has also met with the individual who is the subject of the allegations. They are in the process of drafting the findings. Boardman will make his recommendations to Rice after he concludes his investigation. The Commission would be available for the appeal process if it goes to that. The President of Shelton State has also been contacted making him aware of the situation.

Zaragoza asked Mark Boardman, the attorney that is handling this case, to address the Commission and to answer any questions that the Commission may have.

Boardman said the charges are very serious, but we walk into the investigation without a presumption of guilt. Sometimes these charges are unfounded or sometimes there's a personal grudge or misunderstanding. We have been careful during this investigation. A court reporter was not used in order to save money, but a tape recorder was used. Our secretaries are in the process of typing the statements. The purpose for conducting an investigation is two-fold. Serious federal claims could be brought by the accused

employee or by the employees making the accusation. A civil suit can be very expensive. The accused has rights as do the accusers. Under the Alabama Code for employees covered under the Educator Tenure Law, it's best to put the accused on administrative leave for two purposes: they can not be accused of interfering with the investigation, of tampering with or intimidating the witnesses and it also allows the investigation to be conducted in a more neutral environment because the person who is alleged to have created the hostile environment is gone. That leave needs to be with pay. The individual who is accused is not presumed guilty and he has rights including his normal salary and benefits. When it's a sexual harassment claim and the person making the claim is female, a female is used to conduct the investigation. Boardman's partner Alicia Bennett has conducted the investigation. She has talked to the accused and the accused employee's lawyer. Phil Hutcheson is also working on this case. A recommendation will be made to the Executive Director. There are two ways to handle the decision process. One, the investigator goes out and gathers the facts and gives them to the decision maker, the decision maker makes the decision, and the decision can then be appealed. Two, the investigator gathers the information and someone separately at the law firm makes the recommendation. To avoid any issue of bias in the decision maker we have chosen this route. If the recommendation is accepted by the Director and the recommendation is termination, then that can be appealed to the board.

Chairman Zaragoza asked for an overview of the law firm. Boardman said that they have been handling cases of alleged discrimination or alleged misconduct for state agencies and boards of education and municipalities throughout the state. Boardman has been an attorney since 1982 and this has been his area of practice since 1984. This case is similar to a case he tried in May in Baldwin County. They concluded the allegations were false and he was found not guilty. Statistically, 40% of alleged crimes of a sexual nature turn out to be false and in his experience the rate is even higher for these types of claims. It's the burden of the investigator to determine what the truth is. Boardman is or has been the city attorney for several municipalities.

Zaragoza opened the floor for questions from the Commissioners.

Commissioner Graves asked about the decision to let the law firm make a recommendation to Rice rather than give the findings to Rice and let him be the decision maker. Boardman said that it is better to let the law firm make the recommendation because the Director would be in a no win situation either if he terminated the individual or he didn't. You have a lot more insulation in federal court if an outside source makes the recommendation. Rice had asked to be as insulated from the process as possible. Alicia Bennett does the investigation using a tape recorder. Once the statements are transcribed, Boardman will review the statements. He will not ask about demeanor of the witnesses prior to his review of the documents. After reading the statements, further investigation may be needed if Boardman still has questions. Eventually Boardman will ask about the demeanor of the persons involved, because there's a lot you can not see in a transcribed statement. Then a written recommendation will be put together, sent to the Director and if termination is recommended it will come to the Commission. If an appeal occurs, the Commission will need to be the judge of the facts. The Commission should not be told one side before they hear the other side. We need to preserve the ability of the accused to have a fair hearing. Termination is only a possibility. We do not presume guilt.

The accused has a right in his contract and more importantly under federal law, to confront witnesses and present evidence. The Commission will decide the rules. The recommendation is to have everyone come and testify. It will be hard for both sides to talk in open session. The rules of evidence apply. The Chair will make evidentiary decisions. Evidence is testimony, documentary evidence, or any other type of evidence.

Commissioner Bulman asked about procedure if a reprimand is recommended rather than termination. Boardman said that a non-termination decision would ultimately end up in court. The accused would appeal to the Commission, the President of Shelton State and then would have to appeal to the court. This is all speculation at this point.

Commissioner Cobb wanted more clarification regarding the termination process if that is the recommendation. Boardman said that the contract says that the Director makes the decision and then it comes to the Commission and then by law to the President of Shelton State. The final result will be a public document. The appeal will most likely be an open session, but the Commission will go into Executive Session to come to a decision on the ruling. Witnesses can be excluded, but not the accused. The accused has the right to hear the accusations. The investigator can become a witness.

Commissioner Wyatt wanted to be sure that the Commission is protected and is following the proper procedures in this matter. Boardman said that the Commission is doing everything it needs to by being concerned by two sets of people; the accused and those making the accusations. You may have to take action against those making the accusations if you determine those accusations were made in bad faith, including termination.

Boardman said that the accused will have five days to notify the Commission if he intends to appeal after notification of termination from the Director. The accused would give the Executive Director his notice and the Executive Director would immediately transmit the notice to the Chair of the Commission and the Chair would call a special meeting. There's no time table for the meeting to occur but Boardman recommends within the five days set out. The accused would have the opportunity to speak and present evidence before the Commission. Boardman does not want to hurry this investigation. He feels the investigation will be concluded this year, but doesn't have a specific date. Hearings can be set any time but is best to confer with the lawyers too.

A lack of policy for At Will employees is not a violation of the constitution. An internal investigation would not have been the right thing to do. An external investigation protects the Commission. Commissioner Paulk wants to seek outside council for the Commission and the Alabama Fire College. Boardman said that if the Commission uses the rules set for the Board of Education and if the attorney's for the accused agree; the accusations are made first, the respondent employee presents his evidence and then rebuttal follows. This will go back and forth. Then the decision will be made based on the evidence. The lawyers present the evidence and the Commission makes the decision.

Commissioner Wyatt made a motion that the Chairman forms a committee to address the rules for the hearing if necessary and to research legal council to represent the Commission in the future. It was seconded by Commissioner Bulman. Motion carried unanimously.

The committee will be chaired by Commissioner Paulk with Commissioner Wyatt and Commissioner Cobb serving on the committee.

Director Rice asked that the recommendation from the law firm be sent to him and the full Commission simultaneously. Commissioner Paulk said that he feels that the process has been handled properly at this point. Once the recommendation comes from the outside firm he thinks it should be released to the Director because it's his decision to make about the employees that work for him. Boardman said termination intent comes from the Director. If five days pass and there's no appeal, then that employee is on the payroll until those five days end, then there is termination and payroll stops. The Commission will have the recommendation but not the facts leading to the recommendation. Any Executive Director who disregards the recommendation of an outside law firm that has never represented the institution before and has no dealing with the institution, does so at extreme risk of liability for the institution. If the accused employee resigns, there would no longer be a hostile work environment and there would be no reason to continue the investigation.

Commissioner Paulk made a motion that when a contract employee has a five day provision in their contract, we interpret the five days to be five business days excluding weekends and holidays. It was seconded by Commissioner Wyatt. The motion carried unanimously.

Chairman Zaragoza thanked Mark Boardman for attending. The meeting adjourned for a 10 minute recess.

Chairman Zaragoza reconvened the meeting. Commissioner Bulman wants to file the bill for separation from postsecondary. The Commissioners agreed on the need to have the fire service support. The Commissioners will talk to the different organizations to promote the passage of the bill.

Director Rice gave an overview of the meeting with Anita Archie, the Director of Government Relations from postsecondary. The issue of the transfer of land was discussed as was the salary schedule for the AFC staff. Ms. Archie called the Chancellor and a short meeting occurred with him also. They are okay with us using their salary schedule, but they want specific language included to ensure that they are not liable for any possible law suit. During the employee meeting at the Fire College it was reported that they were concerned about the absence of the postsecondary salary schedule. The Commission agreed to include the language of the postsecondary salary schedule. Rice said that based upon specific direction arising from the work session, we transmitted the bill to Cathy Vincent who is their ADPH staff person. She said that as the bill is currently written, they would have to oppose it. It would violate one of their administrative rules that states in order to offer EMS education the entity needs to be an ACHE or postsecondary accredited agency. Rice thinks it's an invalid rule. This puts us at a disadvantage. He would like representatives from the Commission, the career and volunteer fire service and the rescue squads to meet with ADPH.

Chairman Zaragoza set up a committee to meet with the Public Health Department. Rice is the chair of the committee with Commissioner Graves and Wyatt serving on the committee. Graves may ask a member of Governor Riley's staff to attend also.

The Commission had extensive discussion on the need to have mandatory fire fighter training for the volunteers, as is being proposed by the volunteer firefighting community.

Rice said he was functionally without a Deputy Director at this time. A lobbyist might be necessary to achieve the Commission's legislative goals. Chairman Zaragoza said that he knew Wayne Echols and would be happy to set up a meeting with him. Postsecondary supports passage of the bill in concept, but they are not adopting specific language at this time. It will be between us and the staff at postsecondary and the Chancellor's office to work out the details.

Commissioner Graves is frustrated that things aren't moving fast enough. He wants a PR publication to pass out to organizations. The Chancellor was not against us getting a lobbyist but stated that postsecondary would not. Zaragoza will get with Echols and look for an individual that might be able to help with this process. Phil Poole has declined to meet with the Commission at this time. Rice will contact the Joint Fire Council to see if they can move their meeting to the earliest time possible.

Commissioner Paulk wants Rice to send the talking points to the Commission and he wants to be sure that Postsecondary Education and the Firefighters Personnel Standards Commission is on the same page. The word needs to get out so everyone will have a basis of where we're coming from.

Director Rice requested clarification of the next steps in due process: meet with Public Health and committee; pursuing an earlier meeting of the Joint Fire Council; and immediate release of the talking points to the Commission.

Commissioner Bulman made a motion to adjourn and it was seconded. The motion carried.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Allan Rice".

Allan Rice  
Executive Director

A handwritten signature in black ink, appearing to read "Melony L. Carroll".

Melony L. Carroll  
Secretary