

# ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

## Commission Work Session Meeting January 20, 2015

The meeting was called to order by Commissioner Ed Paulk at 5:30 p.m. The meeting was held at the Cypress Inn in Tuscaloosa, Alabama.

Roll call revealed the following members present: Joey Darby, Mike Green, Russell Ledbetter, Roy Mott, Ed Paulk, and Dale Wyatt. Quorum ascertained. (Attorney Mark Boardman)

### VISITORS

Mike Echols, Sandra Mott and Jessica Morris

### MINUTES

Several expenditure items were discussed.

Motions were made to transfer \$23,000 from Regional Professional Salaries to Plant Maintenance; to approve up to \$10,000 for costs associated with new roadway project; up to \$7,500 for costs associated with moving materials to Muscle Shoals RTC for aircraft simulator; up to \$42,000 for acquisition of a 1-ton tow vehicle; up to \$20,000 for a passenger vehicle; to accept the FY2014 year-end financial statement and the FY15 November financial statement.

All motions were seconded and passed on individual voice votes.

The need to explore a tuition increase for the upcoming year was discussed, with no action taken.

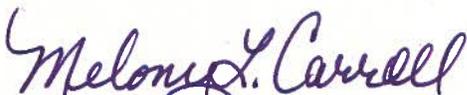
There was general discussion of matters to be considered at the upcoming quarterly meeting set for January 21, 2015.

The meeting was adjourned.

Respectfully submitted,



Allan Rice  
Executive Director



Melony L. Carroll  
Secretary

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

## **Quarterly Commission Meeting January 21, 2015**

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.

The invocation was given by Commissioner Mott and the Pledge of Allegiance was led by Chairman Zaragoza. Roll call revealed the following members present: Joey Darby, Mike Green, Russell Ledbetter, Roy Mott, Ed Paulk, Dale Wyatt and Butch Zaragoza (Attorney Mark Boardman). Quorum was ascertained.

### **VISITORS**

Gary Sparks, Jimmy Conner, Jessica Morris, Mary Beth Finn, Reid Vaughan, Larry Jarvis, Rena Jarvis, Todd Turner, Leigh Anne Faight, Bryan Chandler and several AFC staff members.

### **RECOGNITION OF AFC RETIREES**

Chairman Zaragoza asked Executive Director Rice to announce the retirees. Rice recognized Phil Hughes, Alan Veasey and Larry Jarvis as retired from the Alabama Fire College. Rice stated that these men have served the fire service for decades and we honor and thank them for their service. Mr. Jarvis was in attendance and Chairman Zaragoza presented him with a retirement award from the Commission and the AFC staff. He will continue to work part-time as a Regional Coordinator. Mr. Hughes and Mr. Veasey were not able to attend the meeting and their awards were mailed to them.

### **SPECIAL InVEST RECOGNITION**

Executive Director Rice announced that John James is the first member of the AFC staff to achieve the Master Level of the InVEST (In-State Volunteer Emergency Services Training) program. The InVEST program will be a strategic priority for 2015. This program will be expanded to include departmental recognition. Chairman Zaragoza presented the medallion to John James.

### **MINUTES**

Commissioner Paulk made a motion to approve the Quarterly minutes for October 15, 2014 and the Work Session on October 14, 2014. It was seconded by Commissioner Wyatt. Roll call vote was taken.

Joey Darby – Yes  
Mike Green – Yes  
Russell Ledbetter – Yes  
Roy Mott – Yes  
Ed Paulk - Yes  
Dale Wyatt – Yes  
Butch Zaragoza - Yes

Motion carried.

## **ELECTION OF OFFICERS**

Chairman Zaragoza state that he would not be seeking reelection as Chairman due to the upcoming end of his term. He opened the floor for nominations for the Chairman. Commissioner Green made a motion to nominate Commissioner Ed Paulk. It was seconded by Commissioner Ledbetter. No other nominations were submitted. Commissioner Paulk is elected as the new Chairman of the Commission

Chairman Zaragoza opened the floor for nominations for the Vice-Chairman. Commissioner Ledbetter made a motion to nominate Commissioner Roy Mott. It was seconded by Commissioner Darby. No other nominations were submitted. Commissioner Mott is elected as the new Vice-Chairman of the Commission.

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

The Annual Report was presented to the Commissioners at the Work Session in draft form. Rice commended the staff that worked to have this ready; specifically Reid Vaughan, Diana Hewlett and Tracy McNair. He stated that this is another very strong report including an increase in county training, the number of students served and a substantial increase in certified volunteer firefighters over the last five years. Our funding has decreased from 4.5 million in 2009 to 3.6 million in 2014 and yet we continue to "do more with less".

## **COMMITTEE REPORTS**

### **Finance:**

Committee Chairman Mott made a motion to approve transfer of \$23,000 from Regional Professional Salaries to Plant Maintenance. It was seconded by Commissioner Paulk. Roll call vote was taken.

Joey Darby – Yes  
Mike Green – Yes  
Russell Ledbetter – Yes  
Roy Mott – Yes  
Ed Paulk - Yes  
Dale Wyatt – Yes  
Butch Zaragoza - Yes

Motion carried unanimously.

Committee Chairman Mott made a motion to approve expenditure of up to \$10,000 for costs associated with new roadway project. Commissioner Ledbetter seconded it. Roll call vote was taken.

Joey Darby – Yes  
Mike Green – Yes  
Russell Ledbetter – Yes  
Roy Mott – Yes  
Ed Paulk - Yes  
Dale Wyatt – Yes

Butch Zaragoza - Yes

Motion carried unanimously.

Committee Chairman Mott made a motion to approve expenditure of up to \$7,500 for costs associated with moving materials to Muscle Shoals RTC for aircraft simulator and it was seconded by Commissioner Green. Roll call vote was taken.

Joey Darby – Yes

Mike Green – Yes

Russell Ledbetter – Yes

Roy Mott – Yes

Ed Paulk - Yes

Dale Wyatt – Yes

Butch Zaragoza - Yes

Motion carried unanimously.

Committee Chairman Mott made a motion to approve expenditure of up to \$42,000 for acquisition of a 1-ton tow vehicle. It was seconded by Commissioner Darby. Roll call vote was taken.

Joey Darby – Yes

Mike Green – Yes

Russell Ledbetter – Yes

Roy Mott – Yes

Ed Paulk - Yes

Dale Wyatt – Yes

Butch Zaragoza - Yes

Motion carried unanimously.

Committee Chairman Mott made a motion to approve expenditure of up to \$20,000 for acquisition of a passenger vehicle. Commissioner Paulk seconded it. Roll call vote was taken.

Joey Darby – Yes

Mike Green – Yes

Russell Ledbetter – Yes

Roy Mott – Yes

Ed Paulk - Yes

Dale Wyatt – Yes

Butch Zaragoza - Yes

Motion carried unanimously.

Committee Chairman Mott made a motion to accept the FY 2014 year-end financial statement and it was seconded by Commissioner Paulk. Roll call vote was taken.

Joey Darby – Yes

Mike Green – Yes

Russell Ledbetter – Yes

Roy Mott – Yes

Ed Paulk - Yes

Dale Wyatt – Yes  
Butch Zaragoza - Yes

Motion carried unanimously.

Committee Chairman Mott made a motion to accept the FY 2015 November financial statement. Commissioner Darby seconded it. Roll call vote was taken.

Joey Darby – Yes  
Mike Green – Yes  
Russell Ledbetter – Yes  
Roy Mott – Yes  
Ed Paulk - Yes  
Dale Wyatt – Yes  
Butch Zaragoza - Yes

Motion carried unanimously.

Jessica Morris (AFC Finance Officer) introduced Leigh Anne Faught and Bryan Chandler from Jamison, Money & Farmer. The FY 2013 audit findings were presented.

**Policy & Procedures/By-Laws:**

No report.

**EMS:**

No report.

**OLD BUSINESS**

Commissioner Paulk made a motion to accept the Personal Protective Equipment bid from NAFECO for \$1,336 per unit. It was seconded by Commissioner Ledbetter. Roll call vote was taken.

Joey Darby – Yes  
Mike Green – Yes  
Russell Ledbetter – Yes  
Roy Mott – Yes  
Ed Paulk - Yes  
Dale Wyatt – Yes  
Butch Zaragoza – Yes

Motion carried unanimously.

**NEW BUSINESS**

Director Rice stated that Certified Fire Instructor II is no longer a requirement for the NFPA standard for Fire Officer III.

Commissioner Paulk made a motion to approve changes to Administrative Code 360-X-6-.03 Certified Fire Officer III (to reflect the NFPA standard). It was seconded by Commissioner Green. Roll call vote was taken.

Joey Darby – Yes  
Mike Green – Yes  
Russell Ledbetter – Yes  
Roy Mott – Yes  
Ed Paulk - Yes  
Dale Wyatt – Yes  
Butch Zaragoza - Yes

Motion carried unanimously.

Rice requested that the Commission approve the addition of provisional certifications for students enrolled in Commission-approved secondary educational career-technical programs who have not yet reached the age requirements at the time they complete training and testing.

Commissioner Green made a motion to approve changes to Administrative Code 360-X-1-.01 to include provisional certification. It was seconded by Commissioner Darby. Roll call vote was taken.

Joey Darby – Yes  
Mike Green – Yes  
Russell Ledbetter – Yes  
Roy Mott – Yes  
Ed Paulk - Yes  
Dale Wyatt – Yes  
Butch Zaragoza - Yes

Motion carried unanimously.

A Public Hearing will be conducted on April 22, 2015 for these two code changes.

Rice requested reallocation of a vacant position.

Commissioner Darby made a motion to reallocate the previous Deputy Section Chief of Administration to a Group Supervisor position. It was seconded by Commissioner Paulk. Roll call vote was taken.

Joey Darby – Yes  
Mike Green – Yes  
Russell Ledbetter – Yes  
Roy Mott – Yes  
Ed Paulk - Yes  
Dale Wyatt – Yes  
Butch Zaragoza - Yes

Motion carried unanimously.

Rice read the resolution for Chief Donnie West commending his leadership and service.

Commissioner Paulk made a motion to adopt the Donnie West resolution. It was seconded by Commissioner Darby. Roll call vote was taken.

Joey Darby – Yes  
Mike Green – Yes  
Russell Ledbetter – Yes  
Roy Mott – Yes  
Ed Paulk - Yes  
Dale Wyatt – Yes  
Butch Zaragoza - Yes

Motion carried unanimously.

#### **BUSINESS FROM VISITORS**

Chief Gary Sparks requested that the Commission review the reciprocity process. Chairman Zaragoza stated that the Commission will review this topic and discuss it at the April Quarterly Commission Meeting.

#### **BUSINESS FROM COMMISSION MEMBERS**

Commissioner Mott thanked Chairman Zaragoza for his service and leadership as chairman.

Next Work Session will be April 21, 2015. Committee meetings will immediately follow the Work Session.

Next Quarterly Commission Meeting will be April 22, 2015 at the Alabama Fire College.

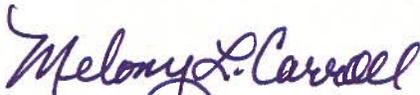
Commissioner Wyatt made a motion to adjourn the meeting. Commissioner Ledbetter seconded it and the motion carried.

Meeting adjourned.

Respectfully submitted,



Allan Rice  
Executive Director



Melony L. Carroll  
Secretary

# ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

## Special Called Commission Meeting February 3, 2015

The meeting was called to order by Chairman Ed Paulk at 10:00 a.m. The meeting was held at the Bryant Conference Center in Tuscaloosa, Alabama. The invocation was given by Commissioner Mott.

Roll call revealed the following members present: Joey Darby, Mike Green, Russell Ledbetter, Roy Mott, Ed Paulk, and Butch Zaragoza. Quorum ascertained. (Attorney Mark Boardman)

### VISITORS

Edmond Miller and Sandra Mott

### MINUTES

Chairman Paulk stated that the purpose of the meeting was to review bids that have been received for the upstairs remodeling project. Edmond Miller, from Aho Architects, presented the Commission with the results of the bid.

Commissioner Zaragoza made a motion to award the bid to Civicon, LLC for \$32,600 for the upstairs remodeling project with the amendment to allow the Executive Director to sign the contract. It was seconded by Commissioner Green. Roll call vote was taken.

Joey Darby – Yes  
Mike Green – Yes  
Russell Ledbetter – Yes  
Roy Mott – Yes  
Ed Paulk – Yes  
Butch Zaragoza – Yes

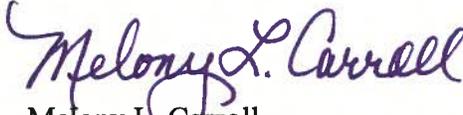
Motion carried unanimously.

A Special Called meeting was set for February 26, 2015 at 11:30 a.m. at the Alabama Fire College.

Commissioner Zaragoza made a motion to adjourn and it was seconded by Commissioner Green.

Respectfully submitted,

  
Allan Rice  
Executive Director

  
Melony L. Carroll  
Secretary

# ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

## Special Called Commission Meeting February 26, 2015

The meeting was called to order by Chairman Ed Paulk at 11:30 a.m. The meeting was held at the Alabama Fire College in Tuscaloosa, Alabama.

The invocation was given by Commissioner Mott.

Roll call revealed the following members present: Joey Darby (by phone), Mike Green, Russell Ledbetter, Roy Mott, Ed Paulk, and Dale Wyatt. Quorum ascertained. (Attorney Mark Boardman)

### VISITORS

Edmond Miller and Sandra Mott

### MINUTES

Chairman Paulk stated that the purpose of the meeting was to review the bids that have been received for the site work around the drill field and campus. Edmond Miller, from Aho Architects, presented the Commission with the results of the bid for site work and new drive.

Commissioner Green made a motion to award the bid to CivilWorx Construction, LLC the lowest responsible bidder, at \$239,300 contingent on the Alabama Fire College Foundation providing all funding for this bid. The Executive Director is authorized to sign all necessary documents after the Alabama Fire College Foundation approves all funding for this bid. It was seconded by Commissioner Ledbetter. Roll call vote was taken.

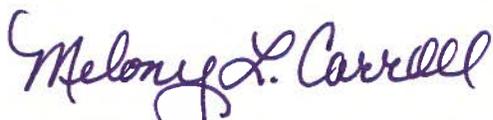
Mike Green – Yes  
Russell Ledbetter – Yes  
Roy Mott – Yes  
Ed Paulk – Yes  
Dale Wyatt – Yes

Motion carried unanimously.

Commissioner Darby announced that Chief Gary Sparks has been appointed by the Governor to be the next appointee to the Commission, pending the Senate confirmation.

Commissioner Wyatt made a motion to adjourn and it was seconded by Commissioner Ledbetter.

Respectfully submitted,



Melony L. Carroll  
Secretary

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

## **Commission Work Session Meeting April 21, 2015**

The meeting was called to order by Chairman Ed Paulk at 2:00 p.m. The meeting was held at the Alabama Fire College in Tuscaloosa, Alabama.

Roll call revealed the following members present: Joey Darby, Russell Ledbetter, Roy Mott, Ed Paulk, and Dale Wyatt. Quorum ascertained. (Attorney Mark Boardman)

### **VISITORS**

Mike Echols, Jessica Morris, Gary Sparks, David Thornburg and Reid Vaughan

### **MINUTES**

There was general discussion of matters to be considered at the upcoming quarterly meeting set for April 22, 2015.

No actions were taken.

The next Work Session is scheduled for July 21, 2015.

Finance Committee Chairman Mott called the Finance meeting to order at 4:15 p.m.

Commissioner Ledbetter made a motion to accept the February Financial Statement. It was seconded by Commissioner Wyatt. Roll call vote was taken. Motion carried unanimously.

Commissioner Ledbetter made a motion to approve the AFG Grant and it was seconded by Commissioner Darby. Roll call vote was taken. Motion carried unanimously.

Chairman Paulk called the Policy and Procedures/By Laws Committee to order at 4:30 p.m.

Commissioner Wyatt made a motion to amend Policy 610.01 and it was seconded by Commissioner Ledbetter. A voice vote was taken and the ayes have it and the motion carried.

Commissioner Wyatt made a motion to adopt Policy 301.01 and it was seconded by Commissioner Ledbetter. A voice vote was taken and the ayes have it and the motion carried.

Commissioner Wyatt made a motion to approve the Continuity of Operations Plan and it was seconded by Commissioner Ledbetter. A voice vote was taken and the ayes have it and the motion carried.

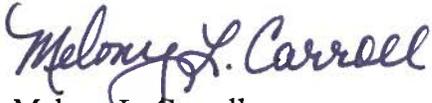
Chairman Wyatt of the EMS Committee stated that no business had been conducted.

The meeting was adjourned.

Respectfully submitted,

A handwritten signature in blue ink, appearing to be 'AR', written in a cursive style.

Allan Rice  
Executive Director

A handwritten signature in black ink, reading 'Melony L. Carroll', written in a cursive style.

Melony L. Carroll  
Secretary

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

## **Quarterly Commission Meeting April 22, 2015**

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

The Pledge of Allegiance was led by Chairman Paulk. Roll call revealed the following members present: Joey Darby, Russell Ledbetter, Roy Mott, Ed Paulk, Dale Wyatt and Butch Zaragoza (Attorney Mark Boardman). Quorum was ascertained.

### **VISITORS**

Gary Sparks, Jessica Morris, Mary Beth Finn, Reid Vaughan, David Thornburg, Terry Brown, Jim St. John, Marvin Green, Terry Ray, Mike Stell, James Gunter, Diane Zaragoza, Adelle Gilbert, Bart Copeland, Derrick Swanson

### **MINUTES**

Commissioner Ledbetter made a motion to approve the Quarterly minutes for January 21, 2015 and the Work Session on January 20, 2015, Special Called on February 3, 2015 and February 26, 2015. It was seconded by Commissioner Wyatt. Roll call vote was taken.

Joey Darby – Yes  
Russell Ledbetter – Yes  
Roy Mott – Yes  
Ed Paulk - Yes  
Dale Wyatt – Yes  
Butch Zaragoza - Yes

Motion carried.

### **PUBLIC HEARING**

Chairman Paulk opened the floor for comments regarding 360-X-6-.03 Certified Fire Officer III and 360-X-1-.01 General Regulations and Administrative Procedures.

There were no comments from visitors. Executive Director Rice stated that there had been no public comments submitted in writing or by electronic mail or telephone for either of these amendments.

Commissioner Wyatt made a motion to adopt the proposed changes to both 360-X-6-.03 and 360-X-1-.01. It was seconded by Commissioner Ledbetter. Roll call vote was taken.

Joey Darby – Yes  
Russell Ledbetter – Yes  
Roy Mott – Yes  
Ed Paulk - Yes  
Dale Wyatt – Yes  
Butch Zaragoza - Yes

Motion carried.

**Director's Report:**

Director Rice stated that an action plan was in place to ensure that the Fire College maintains a high level of service. He introduced Reid Vaughan who gave the AFC Online Presentation to show the Commission how the system works.

**COMMITTEE REPORTS**

**Finance:**

Committee Chairman Mott made a committee motion to approve the February Financial Statement. It was seconded by Commissioner Ledbetter. Roll call vote was taken.

- Joey Darby – Yes
- Russell Ledbetter – Yes
- Roy Mott – Yes
- Ed Paulk - Yes
- Dale Wyatt – Yes
- Butch Zaragoza - Yes

Motion carried unanimously.

Committee Chairman Mott made a committee motion to approve the required match of \$50,869 for a new pumper/tanker apparatus to be paid from the reserve funds, for the Assistance to Firefighters Grant (AFG). Commissioner Ledbetter seconded it. Roll call vote was taken.

- Joey Darby – Yes
- Russell Ledbetter – Yes
- Roy Mott – Yes
- Ed Paulk - Yes
- Dale Wyatt – Yes
- Butch Zaragoza - Yes

Motion carried unanimously.

**Policy & Procedures/By-Laws:**

Committee Chairman Darby made a committee motion to accept the revision to Policy 610.01 Leaves With Pay. Roll call vote was taken.

- Joey Darby – Yes
- Russell Ledbetter – Yes
- Roy Mott – Yes
- Ed Paulk - Yes
- Dale Wyatt – Yes
- Butch Zaragoza – Yes

Motion carried unanimously.

Committee Chairman Darby made a committee motion to adopt Policy 301.03 Segregation of Duties. Roll call vote was taken.

Joey Darby – Yes  
Russell Ledbetter – Yes  
Roy Mott – Yes  
Ed Paulk - Yes  
Dale Wyatt – Yes  
Butch Zaragoza – Yes

Motion carried unanimously.

Committee Chairman Darby made a committee motion to accept the Continuity of Operations Plan (COOP). Roll call vote was taken.

Joey Darby – Yes  
Russell Ledbetter – Yes  
Roy Mott – Yes  
Ed Paulk - Yes  
Dale Wyatt – Yes  
Butch Zaragoza – Yes

Motion carried unanimously.

**EMS:**

No report.

**OLD BUSINESS**

Commissioner Wyatt made a motion to rescind the previous SCBA bid award from NAFECO as they were unable to fulfill the bid due to manufacturing delays. It was seconded by Commissioner Zaragoza. Roll call vote was taken.

Joey Darby – Yes  
Russell Ledbetter – Yes  
Roy Mott – Yes  
Ed Paulk - Yes  
Dale Wyatt – Yes  
Butch Zaragoza – Yes

Motion carried unanimously.

A new bid was submitted and the public bid-opening was on April 8, 2015. Attorney Mark Boardman read the bid specifications. Boardman stated that the Attorney General has ruled that bids are not awarded solely on low price but on the best available product (keeping safety in mind). Vendors were allowed to speak to the Commission. Rice explained the criteria used for the staff recommendation in selecting Scott; Air-pak 75, 2013 edition.

Rice gave the Commissioners the tabulation from the last bid for their review. Commissioner Ledbetter made a motion to accept the bid from Bidder Y. There was no second.

Chairman Paulk tabled the discussion and stated that the Commission would evaluate the equipment later in the meeting.

## **NEW BUSINESS**

Chairman Paulk said that there was confusion in some of the language regarding Code 360-X-7-.01 Certified Apparatus Operator: Pumper, therefore this was not brought up for discussion.

Director Rice requested a re-classification for the two vacant Group Supervisor positions from a C2 to a C3 salary schedule which will reduce the maximum potential expenditure for each position. He also requested a job title change for the remaining Group Supervisor position to Special Programs Supervisor and to maintain the C2 salary placement.

Commissioner Wyatt made a motion to accept the two Group Supervisor positions at C3 and to change the remaining Group Supervisor position to Special Programs Supervisor and it was seconded by Commissioner Mott. Roll call vote was taken.

Joey Darby – Yes  
Russell Ledbetter – Yes  
Roy Mott – Yes  
Ed Paulk - Yes  
Dale Wyatt – Yes  
Butch Zaragoza – Yes

Motion carried unanimously.

Director Rice stated that the Planning Officer position is currently vacant but that the planning function has become ingrained in the organization; therefore a designated Planning Officer is no longer necessary. With the increased volume of human resources it has become obvious that there is a need to divide the functions between two positions; an Employee Development Officer and an Employee Compensation Officer.

Commissioner Wyatt made a motion to reallocate the Planning Officer funds to hire an Employee Development Officer at the C3 salary schedule. It was seconded by Commissioner Darby. Roll call vote was taken.

Joey Darby – Yes  
Russell Ledbetter – Yes  
Roy Mott – Yes  
Ed Paulk - Yes  
Dale Wyatt – Yes  
Butch Zaragoza – Yes

Motion carried unanimously.

## **BUSINESS FROM VISITORS**

Chairman Paulk announced that a hearing had been scheduled per Policy 620.01 Employee Grievance Policy, and that an Executive Session will follow.

## **EXECUTIVE SESSION**

Attorney Boardman stated that as a certified lawyer in the state of Alabama; this is an appropriate exception for an Executive Session under the Open Meetings Act. Paulk dismissed all visitors from the auditorium.

No action was taken during the Executive Session.

## **BUSINESS FROM COMMISSION MEMBERS**

A resolution was read by Director Rice in honor of former Commission Chairman Butch Zaragoza. The resolution was passed by voice vote from the Commissioners. Commissioner Zaragoza accepted the framed resolution and a retirement plaque.

Commissioner Darby stated that the Fire Chiefs Conference in February was a very successful conference and he thanked the Alabama Fire College staff.

Chairman Paulk asked for the bid products to be displayed so they would be able to examine and ask questions of the vendors.

Commissioner Wyatt made a motion to award the bid to Bidder Z and it was seconded by Commissioner Zaragoza. Roll call vote was taken.

Joey Darby – Yes  
Russell Ledbetter – No  
Roy Mott – Yes  
Ed Paulk - Yes  
Dale Wyatt – Yes  
Butch Zaragoza – Yes

Motion carried.

Commissioner Wyatt made a motion to award the bid to Bonaventure Fire and Safety, and it was seconded by Commissioner Zaragoza. Roll call vote was taken.

Joey Darby – Yes  
Russell Ledbetter – No  
Roy Mott – Yes  
Ed Paulk - Yes  
Dale Wyatt – Yes  
Butch Zaragoza – Yes

Motion carried.

Next Work Session will be July 14, 2015. Committee meetings will immediately follow the Work Session.

Next Quarterly Commission Meeting will be July 15, 2015 at the Alabama Fire College.

Commissioner Wyatt made a motion to adjourn the meeting. Commissioner Ledbetter seconded it and the motion carried.

Meeting adjourned.

Respectfully submitted,

A handwritten signature in blue ink, appearing to be 'Allan Rice', written in a cursive style.

Allan Rice  
Executive Director

A handwritten signature in black ink, appearing to be 'Melony D. Carroll', written in a cursive style.

Melony D. Carroll  
Secretary

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

## **Commission Work Session Meeting July 14, 2015**

The meeting was called to order by Chairman Ed Paulk at 2:00 p.m. The meeting was held at the Alabama Fire College in Tuscaloosa, Alabama.

Roll call revealed the following members present: Joey Darby, Mike Green, Russell Ledbetter, Roy Mott, Ed Paulk, Gary Sparks and Dale Wyatt. Quorum ascertained. (Attorney Mark Boardman)

### **VISITORS**

Mike Echols, Jessica Morris, David Thornburg and Mary Beth Finn

### **MINUTES**

There was general discussion of matters to be considered at the upcoming quarterly meeting set for July 15, 2015.

No actions were taken.

The next Work Session is scheduled for October 20, 2015.

Finance Committee Chairman Mott called the Finance meeting to order.

Commissioner Wyatt made a motion to approve the RUS grant application. It was seconded by Commissioner Ledbetter. A voice vote was taken and the motion carried.

Commissioner Green made a motion to approve the audit proposal and it was seconded by Commissioner Ledbetter. A voice vote was taken and the motion carried.

Commissioner Green made a motion to accept the May Financial Statement and it was seconded by Commissioner Sparks. A voice vote was taken and the motion carried.

Commissioner Darby made a motion to accept the FY 2016 budget and it was seconded by Commissioner Wyatt. A voice vote was taken and the motion carried.

Chairman Paulk called the Policy and Procedures/By Laws Committee to order.

Commissioner Wyatt made a motion to amend Policy 616.01 and it was seconded by Commissioner Darby. A voice vote was taken and the motion carried.

Chairman Wyatt of the EMS Committee stated that no business had been conducted.

The meeting was adjourned.

Respectfully submitted,



Allan Rice  
Executive Director



Melony L. Carroll  
Secretary

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

## **Quarterly Commission Meeting July 15, 2015**

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

The Pledge of Allegiance was led by Chairman Paulk. Roll call revealed the following members present: Joey Darby, Mike Green, Russell Ledbetter, Roy Mott, Ed Paulk, Gary Sparks and Dale Wyatt. (Attorney Mark Boardman). Quorum was ascertained.

### **VISITORS**

David Thornburg, Terry Brown, John Brook, A.J. Martin, Jessica Morris, Mary Beth Finn, Reid Vaughan, Jason Jackson, Monica Sparks

### **MINUTES**

Commissioner Wyatt made a motion to approve the Quarterly minutes for April 22, 2015 and the Work Session on April 21, 2015, Special Called on February 3, 2015 and February 26, 2015. It was seconded by Commissioner Ledbetter. Roll call vote was taken.

Joey Darby – Yes  
Mike Green - Yes  
Russell Ledbetter – Yes  
Roy Mott – Yes  
Ed Paulk – Yes  
Gary Sparks - Abstain  
Dale Wyatt – Yes

Motion carried.

### **RECOGNITION OF RETIREE – Derrick Swanson**

Derrick Swanson was not in attendance. Executive Director Rice acknowledged Derrick's service to the Alabama Fire College and the fire service in the State of Alabama. A retirement award will be mailed to Mr. Swanson.

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

Director Rice stated that there's been a slight downturn in student numbers, but as of this quarter the gap is closing significantly. Courses are being tracked; new courses have been implemented; and we are working with regional and training programs to maintain our enrollment as close as possible to last year.

Rice said that recruit schools are running a deficit in revenue. The staff is researching the economic impact and the possibility of raising tuition. Rice will send out a report to the Commissioners detailing the expense breakdown.

## COMMITTEE REPORTS

### Finance:

Committee Chairman Mott made a committee motion to select Jamison, Money & Farmer as the Alabama Fire College independent auditors for FY 2015, 2016 and 2017. Attorney Boardman read a statement:

“Mr. Chairman, with regard to selecting an independent auditor,  
the Alabama Statute says:

*“The independent auditor shall be secured by the commission through a competitive bid process.”*

The employees of the Commission have solicited requests for proposals from seven accounting firms; three have replied, in sealed envelopes. These sealed envelopes were simultaneously opened here at the Fire College. Those three proposals were given to you at the work session yesterday.

The Commission’s decision here is not to be made solely on the basis of price, as this is a professional service. Thus, the Commission should consider all other factors in reaching this decision.”

Roll call vote was taken.

Joey Darby – Yes  
Mike Green - Yes  
Russell Ledbetter – Yes  
Roy Mott – Yes  
Ed Paulk – Yes  
Gary Sparks - Yes  
Dale Wyatt – Yes

Motion carried unanimously.

Committee Chairman Mott made a committee motion to approve the expenditure of \$56,393 for distance delivery equipment and to authorize an additional \$81,957 as matching funds for the USDA Rural Utilities Service grant.

Roll call vote was taken.

Joey Darby – Yes  
Mike Green - Yes  
Russell Ledbetter – Yes  
Roy Mott – Yes  
Ed Paulk – Yes  
Gary Sparks - Yes  
Dale Wyatt – Yes

Motion carried unanimously.

Committee Chairman Mott made a committee motion to approve the May 2015 financial statement.

Roll call vote was taken.

Joey Darby – Yes  
Mike Green - Yes  
Russell Ledbetter – Yes  
Roy Mott – Yes  
Ed Paulk – Yes  
Gary Sparks - Yes  
Dale Wyatt – Yes

Motion carried unanimously.

Committee Chairman Mott made a committee motion to approve the FY 2016 budget.

Roll call vote was taken.

Joey Darby – Yes  
Mike Green - Yes  
Russell Ledbetter – Yes  
Roy Mott – Yes  
Ed Paulk – Yes  
Gary Sparks - Yes  
Dale Wyatt – Yes

Motion carried unanimously.

**Policy & Procedures/By-Laws:**

Committee Chairman Darby made a committee motion to approve the revision to Policy 616.01 Personnel Records.

Roll call vote was taken.

Joey Darby – Yes  
Mike Green - Yes  
Russell Ledbetter – Yes  
Roy Mott – Yes  
Ed Paulk – Yes  
Gary Sparks - Yes  
Dale Wyatt – Yes

Motion carried unanimously.

**EMS:**

No report was given by Committee Chairman Wyatt, but Rice was asked to give a report on the CoAEMSP site visit.

Rice stated that Bailey Price, Ray Grantham, and Charlie Morton, did an excellent job getting ready for this visit. The site team leaders commended our staff and stated if a numeric number could be assigned, we would have received 99 out of 100. A rebuttal is being formulated concerning that one slight possible standards issue, as Rice feels that we met that standard too.

## **OLD BUSINESS**

Chairman Paulk asked Director Rice for an update on the reciprocity issue that was raised by Chief Sparks prior to becoming a Commissioner. A document of the reciprocity process was presented to the Commissioners and visitors for review. Rice explained that the reciprocity process is based on current requirements in the Alabama Administrative Code, current elements of NFPA 1001 and 472, and Commission policies that meet the accreditation standards of both the ProBoard and IFSAC.

Chairman Paulk stated the next item on the agenda is an employee hearing.

Attorney Boardman:

“I contacted over 1 week ago, the employee who requested the hearing and have not heard from him. Further, he was advised of this meeting and invited by Mr. Rice to attend. He is not here and Mr. Rice and Ms. Carroll have not heard from him.

I prepared a set of confidential documents for the Commission. These confidential documents are the same documents with which the employee worked. I have provided a copy of these documents to each Commissioner, without making any oral comment, except that, out of the fairness to the employee, I would not make any oral comments outside the presence of the employee. I have a copy of the documents to give to the employee now, but he is not here.

Out of fairness to the employee, I ask that this employee hearing be continued to the next Commission meeting.”

Commissioner Wyatt made a motion to move the hearing to the next Commission meeting and it was seconded by Commissioner Ledbetter.

Roll call vote was taken.

Joey Darby – Yes  
Mike Green - Yes  
Russell Ledbetter – Yes  
Roy Mott – Yes  
Ed Paulk – Yes  
Gary Sparks - Yes  
Dale Wyatt – Yes

Motion carried unanimously.

## **NEW BUSINESS**

Chairman Paulk said that changes to Code 360-X-7 would be addressed by Director Rice. Rice stated that this chapter deals with all of our apparatus operations classes. This needs to be revised to include a driving course that will enhance safe apparatus operations and will also establish it as

a prerequisite for all Apparatus Operator certifications. The revision to 360-X-7 will also include adding the word "Fire" to all current Apparatus Operator certifications and establish Fire Apparatus Operator: Pumper as a prerequisite for Fire Apparatus Operator: Aerial certification. The chapter sections will be renumbered and equal testing requirements for all Apparatus Operator certifications will be specified.

Commissioner Wyatt made a motion to approve changes to Administrative Code 360-X-7. It was seconded by Commissioner Green.

Roll call vote was taken.

Joey Darby – Yes  
Mike Green - Yes  
Russell Ledbetter – Yes  
Roy Mott – Yes  
Ed Paulk – Yes  
Gary Sparks - Yes  
Dale Wyatt – Yes

Motion carried unanimously.

Chairman Paulk explained the outcome of Executive Director Rice's yearly evaluation. Rice either meets or exceeds standards. Paulk assigned a committee to review the evaluations and make a recommendation regarding Director Rice's contract. Commissioner Mott will be the chair with commissioners Green, Ledbetter, Wyatt and Paulk serving on the committee. The committee will meet and report to the Commission at the next quarterly meeting with a committee recommendation.

Chairman Paulk asked Rice to explain the process for the purchase of a pumper tanker for the Fire College. A letter from the State of Alabama Department of Examiners of Public Accounts was supplied to each commissioner for their review. This letter states that Alabama entities are allowed to purchase from Houston Galveston Area Cooperative (HGAC). We received an AFG grant for \$300,000 for a pumper tanker. Rice would like the Commission to approve using HGAC, instead of the traditional state bid process to purchase a tanker.

Commissioner Wyatt made a motion allowing the staff to research and use the HGAC list to purchase a pumper tanker as long as it stays within the grant amount. It was seconded by Commissioner Ledbetter.

Roll call vote was taken.

Joey Darby – Yes  
Mike Green - Yes  
Russell Ledbetter – Yes  
Roy Mott – Yes  
Ed Paulk – Yes  
Gary Sparks - Yes  
Dale Wyatt – Yes

Motion carried unanimously.

## **BUSINESS FROM VISITORS**

Chief A.J. Martin asked the Commission why the Fire Chief is required to sign the Reciprocity Application form because the chief may not know if he will hire that individual or not.

Rice explained that due to the influx of out-of-state requests because of ProBoard and IFSAC requirements, it was determined that it would be better if an Alabama chief at least expressed interest in an individual first. The current Reciprocity Application shows the person has expressed interest in a local department and the Fire Chief at least knows about it.

## **BUSINESS FROM COMMISSION MEMBERS**

Commissioner Wyatt inquired about the CPAT license. Rice stated that we will apply for a license in September.

Commissioner Mott asked about the progress on the new building. Rice said that the replacement slab was just poured. The entire floor tile is down and they are completing the punch list items. A dedication ceremony will be held on Friday, July 24, 2015 at 2:00 p.m. Chairman Paulk said that following the meeting they would be taking a tour for anyone interested in seeing the new building.

Next Work Session will be October 20, 2015 at noon, with lunch catered in. Committee meetings will immediately follow the Work Session.

Next Quarterly Commission Meeting will be October 21, 2015 at the Alabama Fire College.

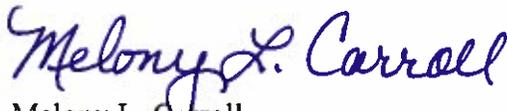
Commissioner Green made a motion to adjourn the meeting. Commissioner Wyatt seconded it and the motion carried.

Meeting adjourned.

Respectfully submitted,



Allan Rice  
Executive Director



Melony L. Carroll  
Secretary

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

## **Commission Work Session Meeting October 20, 2015**

The meeting was called to order by Chairman Ed Paulk at 2:00 p.m. The meeting was held at the Alabama Fire College in Tuscaloosa, Alabama.

Roll call revealed the following members present: Joey Darby, Mike Green, Russell Ledbetter, Ed Paulk, Gary Sparks and Dale Wyatt. Quorum ascertained. (Attorney Mark Boardman)

### **VISITORS**

Mike Echols, David Thornburg, Mary Beth Finn, Matt Russell, Todd Turner and Leighanne Faught

### **MINUTES**

Todd Turner and Leighanne Faught from Jameson, Money & Farmer, presented their findings for the independent auditor report.

There was general discussion of matters to be considered at the upcoming quarterly meeting set for October 21, 2015.

No actions were taken.

The next Work Session is scheduled for January 19, 2016.

Commissioner Paulk called the Finance meeting to order.

Commissioner Green made a motion to accept the FY 14 external audit report. It was seconded by Commissioner Ledbetter. A voice vote was taken and the motion carried.

Commissioner Paulk made a motion to approve the expenditure reclassification and it was seconded by Commissioner Wyatt. A voice vote was taken and the motion carried.

Commissioner Darby made a motion to accept the approval of a property lease for Workplace Safety Training and it was seconded by Commissioner Wyatt. A voice vote was taken and the motion carried.

Chairman Paulk called the Policy and Procedures/By Laws Committee to order.

Commissioner Green made a motion to approve a two and a half percent raise for Executive Director Rice and it was seconded by Commissioner Ledbetter. A voice vote was taken and the motion carried.

The motion of the Policy & Procedures Committee is to recognize the evaluations of the Executive Director which shows he exceeds standards and therefore recommend an immediate

2½% raise.

Chairman Wyatt of the EMS Committee stated that no business had been conducted.

The meeting was adjourned.

Respectfully submitted,

A handwritten signature in blue 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

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

## **Quarterly Commission Meeting October 21, 2015**

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

The Pledge of Allegiance was led by Chairman Paulk. Roll call revealed the following members present: Joey Darby, Mike Green, Russell Ledbetter, Ed Paulk, Gary Sparks and Dale Wyatt. (Attorney Mark Boardman). Quorum was ascertained.

### **VISITORS**

Jimmy Conner, Teresa Petelos, Christy Ryland, Teresa Stone, Pat Hamilton, Kim Rodriguez, Michael Whaley, Amy Bowden, David Thornburg, Terry Brown, John Brook, Mary Beth Finn, Reid Vaughan, John James, Sherry James, Matt Russell, Bailey Price

### **MINUTES**

Commissioner Green made a motion to approve the Quarterly minutes for July 15, 2015 and the Work Session on July 14, 2015. It was seconded by Commissioner Wyatt. Roll call vote was taken.

Joey Darby – Yes  
Mike Green - Yes  
Russell Ledbetter – Yes  
Ed Paulk – Yes  
Gary Sparks - Yes  
Dale Wyatt – Yes

Motion carried.

### **RECOGNITION OF RETIREES – Jimmy Conner, John James, Cindy Walker**

Executive Director Rice acknowledged Jimmy Conner's decades of service to the Alabama Fire College and the fire service in the State of Alabama. Chairman Paulk presented Jimmy with a retirement recognition.

Rice recognized John James and his years of service to the Alabama Fire College and EMA in the State of Alabama. Chairman Paulk presented John with a retirement recognition.

Cindy Walker was also recognized for her many years of service to the Alabama Fire College. Cindy was not in attendance and her retirement recognition will be mailed to her.

### **RECOGNITION OF AFC PROGRAM IN EMERGENCY MEDICINE**

Rice presented a resolution of commendation for the faculty and staff of the Program in Emergency Medicine to commemorate their outstanding accomplishments.



# THE ALABAMA FIREFIGHTERS' PERSONNEL STANDARDS AND EDUCATION COMMISSION

## Resolution

WHEREAS, the Alabama Fire College Program in Emergency Medicine provides initial education for Paramedics and Emergency Medical Technicians in our region; and

WHEREAS, graduates of the Program in Emergency Medicine have been highly successful on examinations conducted by the National Registry of Emergency Medical Technicians; and

WHEREAS, the Program in Emergency Medicine has produced two consecutive Paramedic classes with 100% first-time National Registry pass rates, an accomplishment that is virtually unheard of in their field; and

WHEREAS, the Program in Emergency Medicine has had the highest National Registry pass rate for Advanced EMTs in the State of Alabama since this level of training was introduced; and

WHEREAS, the Program in Emergency Medicine has achieved these milestones while also undergoing initial accreditation by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions and receiving high praise from the accreditation site team members; and

WHEREAS, the Program in Emergency Medicine provides distributive educational opportunities to students across Alabama and is leading the way into the future of distance delivery of these vital training classes through the use of technology;

NOW, THEREFORE, be it resolved unanimously by the Alabama Firefighters Personnel Standards and Education Commission, duly assembled to conduct its affairs in Tuscaloosa, Alabama, that the faculty, staff, and program support members of the Alabama Fire College Program in Emergency Medicine are to be highly commended for their honorable service to the people of Alabama and its emergency responders.

Adopted this 21st day of October, 2015.

A handwritten signature in black ink, appearing to be "E. Smith".

Chairman, Alabama Firefighters' Personnel  
Standards and Education Commission

A handwritten signature in black ink, appearing to be "M. Smith".

Executive Director, Alabama Firefighters' Personnel  
Standards and Education Commission

Commissioner Darby made a motion to adopt the resolution and it was seconded by Commissioner Wyatt. Roll call vote was taken.

Joey Darby – Yes  
Mike Green - Yes  
Russell Ledbetter – Yes  
Ed Paulk – Yes  
Gary Sparks - Yes  
Dale Wyatt – Yes

Motion carried unanimously.

**Director's Report:**

Director Rice explained the Test Administration Summary report that was given to the Commissioners. The report details each certification class pass rate offered through the Alabama Fire College. Of all certification tests issued for FY 2014, there was a 92.19% pass rate.

**COMMITTEE REPORTS**

**Finance:**

Commissioner Darby made a committee motion to accept the external audit for FY 2014.

Roll call vote was taken.

Joey Darby – Yes  
Mike Green - Yes  
Russell Ledbetter – Yes  
Ed Paulk – Yes  
Gary Sparks - Yes  
Dale Wyatt – Yes

Motion carried unanimously.

Commissioner Darby made a committee motion to approve and ratify expenditures of \$85,094.35 with the \$8,723 for a riding lawnmower; \$1,845.58 for bookstore improvements; \$13,616.75 for replacement of lab computers and \$19,130 for an American LaFrance gear box, to remain in the operating budget and the other items to be taken out of reserves.

Roll call vote was taken.

Joey Darby – Yes  
Mike Green - Yes  
Russell Ledbetter – Yes  
Ed Paulk – Yes  
Gary Sparks - Yes  
Dale Wyatt – Yes

Motion carried unanimously.

Commissioner Darby made a committee motion to approve the property lease for Workplace Safety Training for a period of five years commencing in February 2016.

Roll call vote was taken.

Joey Darby – Yes  
Mike Green - Yes  
Russell Ledbetter – Yes  
Ed Paulk – Yes  
Gary Sparks - Yes  
Dale Wyatt – Yes

Motion carried unanimously.

Chairman Paulk asked that the approval of the facility use agreement by and between the Commission, NorthStar EMS, Inc., and Air Methods be tabled until the next called or regularly scheduled Commission meeting. Commissioner Sparks made a motion to table the facility use agreement at this time. It was seconded by Commissioner Green.

Attorney Boardman recommended “postponing this approval because the recent changes that were submitted are changes that might not be acceptable to the Commission, plus these are not the final changes and a negotiation needs to take place that’s acceptable to all parties involved.”

Roll call vote was taken.

Joey Darby – Yes  
Mike Green - Yes  
Russell Ledbetter – Yes  
Ed Paulk – Yes  
Gary Sparks - Yes  
Dale Wyatt – Yes

Motion carried unanimously.

**Policy & Procedures/By-Laws:**

Committee Chairman Darby made a committee motion to recognize the evaluations of the Executive Director which shows he exceeds standards and therefore recommend an immediate two and a half percent raise.

Roll call vote was taken.

Joey Darby – Yes  
Mike Green - Yes  
Russell Ledbetter – Yes  
Ed Paulk – Yes  
Gary Sparks - Yes  
Dale Wyatt – Yes

Motion carried unanimously.

**EMS:**

No report.

**OLD BUSINESS**

Attorney Boardman requested that the employee grievance scheduled to be heard today be put off until later in the meeting because the grievant is not yet present. Chairman Paulk said the Commission would wait.

**NEW BUSINESS**

Commissioner Wyatt made a motion to pass a resolution seeking the opinion of the Alabama Attorney General to determine whether the organization is a “state agency” or an “educational institution”. Commissioner Sparks seconded the motion. Roll call vote was taken.

Joey Darby – Yes  
Mike Green - Yes  
Russell Ledbetter – Yes  
Ed Paulk – Yes  
Gary Sparks - Yes  
Dale Wyatt – Yes

Motion carried unanimously.

Commissioner Wyatt made a motion to reclassify Fire Specialist and EMS Specialist to Training Specialist. It was seconded by Commissioner Ledbetter. Roll call vote was taken.

Joey Darby – Yes  
Mike Green - Yes  
Russell Ledbetter – Yes  
Ed Paulk – Yes  
Gary Sparks - Yes  
Dale Wyatt – Yes

Motion carried unanimously.

Commissioner Wyatt made a motion to reclassify and retitle the Publication Specialist to the Publications Manager. It was seconded by Commissioner Ledbetter. Roll call vote was taken.

Joey Darby – Yes  
Mike Green - Yes  
Russell Ledbetter – Yes  
Ed Paulk – Yes  
Gary Sparks - Yes  
Dale Wyatt – Yes

Motion carried unanimously.

## **BUSINESS FROM VISITORS**

Michael Whaley, from Prattville Fire Department, said he appreciated the EMS Resolution that was passed. He also thanked the Commission and the Fire College for the Regional Training Center agreement stating that they've been able to purchase distance learning equipment from the proceeds of that agreement.

## **EXECUTIVE SESSION**

Attorney Boardman stated:

“As an attorney licensed to practice in Alabama, I certify to the Alabama Firefighters’ Personnel Standards Commission that the Commission can meet in executive session to discuss the legal ramifications of and legal options for pending litigation, controversies not yet litigated but imminently likely to be litigated, or controversies imminently likely to be litigated if the Commission pursues a proposed course of action. Any action the Commission takes, however, must be deliberated in public.”

Commissioner Green made a motion to hold an executive session and it was seconded by Commissioner Ledbetter. Roll call vote was taken.

Joey Darby – Yes  
Mike Green - Yes  
Russell Ledbetter – Yes  
Ed Paulk – Yes  
Gary Sparks - Yes  
Dale Wyatt – Yes

Motion carried unanimously.

Chairman Paulk excused the visitors from the room stating that the meeting would reconvene in approximately ten minutes.

No action taken during the Executive Session.

Chairman Paulk called the meeting to order.

Commissioner Green made a motion to find the grievance from Derrick Swanson as unfounded. It was seconded by Commissioner Ledbetter. Roll call vote was taken.

Joey Darby – Yes  
Mike Green - Yes  
Russell Ledbetter – Yes  
Ed Paulk – Yes  
Gary Sparks - Abstain  
Dale Wyatt – Yes

Motion carried.

Ms. Teresa Petelos from Boardman, Carr, Bennett, Watkins, Hill & Gamble, P.C., presented her findings in the investigation of the grievance from Jessica Morris.

Ms. Morris resigned from the Alabama Fire College on September 25, 2015. Executive Director Rice stated that he felt that the loop should be closed and that both sides should be heard, not just the grievant's side.

Commissioner Sparks made a motion to find the grievance from Jessica Morris as unfounded. It was seconded by Commissioner Green. Roll call vote was taken.

Joey Darby – Abstain  
Mike Green - Yes  
Russell Ledbetter – Yes  
Ed Paulk – Yes  
Gary Sparks - Yes  
Dale Wyatt – Yes

Motion carried.

### **BUSINESS FROM COMMISSION MEMBERS**

The next Work Session will be January 19, 2016. Committee meetings will immediately follow the Work Session.

The next Quarterly Commission Meeting will be January 20, 2016 at the Alabama Fire College.

Commissioner Wyatt made a motion to adjourn the meeting. Commissioner Ledbetter seconded it and the motion carried.

Meeting adjourned.

Respectfully submitted,



Allan Rice  
Executive Director



Melony L. Carroll  
Secretary