

# ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

## Commission Work Session Meeting January 25, 2018

The meeting was called to order by Chairman Russell Ledbetter at 12:00 p.m. The meeting was held at the Alabama Fire College in Tuscaloosa, Alabama.

Roll call revealed the following members present: Joey Darby, Billy Doss, Mike Green, Russell Ledbetter and Scott Pilgreen. (Attorney Teresa Petelos) Quorum ascertained.

### VISITORS

Cece Hubbert, Kim Davis, David Thornburg, Tim Love, Amy Bowden, Leighanne Faught

### MINUTES

Leighanne Faught from JamisonMoneyFarmer PC (JMF) presented the FY 2017 Financial Statements and informed the Commission that AFC received a clean audit opinion with no findings.

Executive Director Matt Russell discussed several matters and updates pertaining to the Fire College including the Public Hearing scheduled on January 26, 2018.

No actions were taken.

### FINANCE COMMITTEE

Chairman Darby discussed the JMF Audit Review and Financial Statements and the November 2017 financial statement. The Committee as a whole approved these items to move forward to the Quarterly Commission meeting for approval.

### POLICY AND PROCEDURES/BY LAWS COMMITTEE

Acting Chairman Doss discussed having a drug screen and background check procedure for students. The Committee as a whole approved this to move forward to the Quarterly Commission meeting (pending review from legal counsel).

### EMS COMMITTEE

No discussion.

### EXECUTIVE DIRECTOR EVALUATION COMMITTEE

Chairman Green stated that he needed the Commissioners to send him their Executive Director Evaluation forms so he could tally the totals to present at the Quarterly Commission meeting.

Meeting adjourned.

Respectfully submitted,



David M. Russell  
Executive Director



Melony Carroll  
Secretary

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

## **Quarterly Commission Meeting January 26, 2018**

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

The Pledge of Allegiance was led by Commissioner Doss. Roll call revealed the following members present: Joey Darby, Billy Doss, Mike Green, Russell Ledbetter, Scott Pilgreen and Gary Sparks. (Attorney Teresa Petelos). Quorum was ascertained.

### **VISITORS**

Cece Hubbert, Lonnie Branson, Rick Gregg, Tina Simmons, Bill Warren, Stacey Tingle, Damien Davis, Tim Love, Tracy McNair, Kiristen Baker, Christy Ryland, Stacey Green, Kim Davis, Ashley Owens, Cindy Woods, Kimberly Rodriguez, Terri Huddleston, Donna Barrett, John Olvey, Tiffany Lyons, Linda Putnam, Bailey Price, James LeVert, Russell Jackson, Allan Rice, Amy Bowden, and David Thornburg

### **MINUTES**

Commissioner Darby made a motion to approve the minutes for the Work Session on October 17, 2017 and the Quarterly meeting on October 18, 2017. It was seconded by Commissioner Green. Roll call vote was taken.

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

Motion carried.

### **ELECTION OF OFFICERS**

Commissioner Green made a motion to re-elect the current Chairman (Russell Ledbetter) and the current Vice-Chairman (Joey Darby) for another year. It was seconded by Commissioner Pilgreen. Roll call vote was taken.

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

Motion carried.

## **PUBLIC HEARING**

*“Members of the public may speak or address the Commission during the public hearing portion of the meeting. Any member of the public desiring to speak or address the Commission must sign the speakers list prior to the beginning of the public hearing portion of the meeting. The order of speakers shall be determined by order of sign-up by issue. All speakers shall first identify themselves and whom they represent.”*

### **360-X-27-.01 Certified Incident Management Team Member**

Chairman Ledbetter opened the floor for comments regarding the proposed changes to the Administrative Code.

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

Commissioner Darby made a motion to adopt 360-X-27-.01 Certified Incident Management Team Member and it was seconded by Commissioner Doss. Roll call vote was taken.

Joey Darby – Yes  
Billy Doss – Yes  
Mike Green – Yes  
Russell Ledbetter – Yes  
Scott Pilgreen – Yes  
Gary Sparks – Yes

Motion carried.

## **EMPLOYEE OF THE QUARTER RECOGNITION**

Russell stated that Melony Carroll was selected for the final quarter of 2017. She’s steadfast in her job duties and is meticulous with payroll as she understands the importance of insuring personnel get what they’ve earned. She’s a hard worker, has a great attitude and truly cares about her co-workers. She’s willing to step in and do whatever is required to help our organization.

## **EMPLOYEE OF THE YEAR RECOGNITION**

Russell explained the importance of the Alabama Fire College receiving the Chief V. Kenneth Elmore Award at the 2018 ProBoard Conference. AFC has been a member of ProBoard for the past 35 years and has issued more than 100,000 ProBoard certifications. This award is given to an organization that has successfully promoted professionalism for the fire and emergency service personnel by providing certification opportunities for its constituency. The organization given this award exemplifies the dedication to certification promotion exhibited by Chief Elmore while maintaining the highest principles of professionalism.

It's very fitting that the Employee of the Year for 2017 is Kim Davis. She’s a staple in the fire service and has been with the Fire College for 22 years. Kim is sought after at the ProBoard and

IFSAC conferences and was personally recruited to go to South Africa to conduct a site visit with IFSAC. She faces situations and circumstances which require judgement and she absolutely adheres to the Administrative Code and the state law and we are very proud of that. Her persistence, determination, and leadership has greatly contributed to the success of the Alabama Fire College.

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

Russell introduced Russell Jackson and Allan Rice. Allan Rice thanked the Commission for their early support of the National Center for Fire and Life Safety and gave an update on the continued progress. Russell Jackson also gave some updates on the project and then made a presentation to the Commission from NCFLS with a Visionary Award and thanked them for their continued support.

Russell asked Section Chief Tim Love to report on Training and Certification.

Russell updated the Commission on several items including:

- The Proficiency Exam Procedure is to ensure the candidates have the knowledge, skill, and abilities to move on to the next phase of training.
- Fire Fighter Recertification is a two-delivery method course. The traditional and the online hybrid delivery. The hours have been increased to 100 with the cost remaining at \$495.
- The field recruit schools will be monitored closely to ensure that we're following the Administrative Code and State law.
- We're working closely with Shelton State to find a remedy for the drainage problem with the flume on the drill field. We're consulting with engineers and an excavation contractor and am requesting \$100,000 additional funding from the State for reconstruction of this project.
- Per Chairman Ledbetter's request, we checked into becoming a test site for National Registry. After meeting with Pearson Vue it's been determined that the National Registry dictates where test sites are placed. There's already a test site located at the University of Alabama so it's unlikely that they'd want another site in the same city.
- We're collaborating with Mobile Task Force 1 to conduct AMAS training. Two courses will be held on campus in March.
- An AFG grant request for a mobile confined space prop and a mobile hazardous materials tanker will be submitted next week.
- The Notice of Employment and the Physical Statement forms have been updated per earlier discussions.

- A 7.5% appropriation increase from the Education Trust Fund for the FY 2019 budget year has been requested from the legislature.

Russell stated that the Physical Statement change has caused a need to amend Administrative Code 360-X-1-.01 General Regulations and Administrative Procedures.

Commissioner Sparks made a motion to adopt the proposed change to 360-X-1-.01 General Regulations and Administrative Procedures. It was seconded by Commissioner Darby. Roll call vote was taken.

Joey Darby – Yes  
Billy Doss – Yes  
Mike Green – Yes  
Russell Ledbetter – Yes  
Scott Pilgreen – Yes  
Gary Sparks – Yes

Motion carried.

## **COMMITTEE REPORTS**

### **Finance:**

Committee Chairman Darby made a committee motion to approve the 2017 audit by Jameson Money Farmer. Roll call vote was taken.

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

Motion carried unanimously.

Committee Chairman Darby made a committee motion to approve the November 2017 Financial Statement. Roll call vote was taken.

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

Motion carried unanimously.

Committee Chairman Darby commended Cece Hubbert, the staff and JMF for all their hard work in preparing the audit. The fact that we had a clean audit speaks volumes of our staff and everyone involved.

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

Committee Chairman Sparks stated there was no report.

**EMS:**

There was no report.

**Executive Director Evaluation:**

Commissioner Green tallied up the results of the evaluations and determined that Matt Russell meets the requirements of the job.

Commissioner Green made a motion to extend Matt Russell's contract for 12 more months. It was seconded by Commissioner Sparks. Roll call vote was taken.

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

Motion carried unanimously.

**NEW BUSINESS**

There was none.

**BUSINESS FROM VISITORS**

There was none.

**BUSINESS FROM COMMISSION MEMBERS**

Commissioner Darby asked about the donation approved by the AFC Foundation, Inc. Russell said that the \$60,000 donated from the Foundation, has been placed in the bank for equipment for the Mobile Skills Laboratory for EMS and to offset the cost of the trailer. Anticipated start date for this project will be early spring.

Russell said that House Bill 28 has passed in the legislature and has gone to the Senate.

The next Work Session will be April 17, 2018 at 12:00 p.m. Committee meetings will immediately follow the Work Session.

The next Quarterly Commission Meeting will be April 18, 2018 at the Alabama Fire College.

Commissioner Green made a motion to adjourn.

Meeting adjourned.

Respectfully submitted,

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

David M. Russell  
Executive Director

A handwritten signature in blue ink that reads "Melony Carroll". The signature is written in a cursive style.

Melony Carroll  
Secretary

# ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

## Commission Work Session Meeting April 10, 2018

The meeting was called to order by Vice-Chairman Joey Darby at 12:00 p.m. The meeting was held at the Alabama Fire College in Tuscaloosa, Alabama.

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

### VISITORS

Cece Hubbert, Amy Bowden, Patrick Dunlap

### MINUTES

Executive Director Matt Russell discussed several matters and updates pertaining to the Fire College including the Public Hearing scheduled on April 11, 2018.

No actions were taken.

### FINANCE COMMITTEE

Acting Chairman Wyatt discussed the February Financial Statement, the CD rates and terms, the tuition increase, the resolution for SEAFCA and AFCA and reallocation of funds for NCFLS. The Committee as-a-whole approved these items to move forward to the Quarterly Commission meeting for approval.

### POLICY AND PROCEDURES/BY LAWS COMMITTEE

Chairman Sparks discussed the resolution for firefighters. The Committee as-a-whole approved this to move forward to the Quarterly Commission meeting.

### EMS COMMITTEE

No discussion.

Meeting adjourned.

Respectfully submitted,



David M. Russell  
Executive Director



Melony Carroll  
Secretary



# ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

## Special Called Commission Meeting April 11, 2018

The meeting was called to order by Vice-Chairman Joey Darby at 9:00 a.m. The meeting was held at the Alabama Fire College in Tuscaloosa, Alabama.

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

### VISITORS

Stan Odom, Tina Simmons, Rick Gregg, Bill Warren, Kimberly Rodriguez, Donna Barrett, Pat Hamilton, Kiristen Baker, Christy Ryland, Stacey Tingle, Lonnie Branson, James LeVert, Tiffany Lyons, Linda Putnam, Cindy Woods, Ray Grantham, Patrick Dunlap, Tracy McNair, Randy Childs, Cece Hubbert, Ashley Owens, Reid Vaughan, and Amy Bowden

### MINUTES

Commissioner Green made a motion to approve the minutes for the Work Session on January 25, 2018 and the Quarterly meeting on January 26, 2018. It was seconded by Commissioner Doss. Roll call vote was taken.

Joey Darby – Yes  
Billy Doss - Yes  
Mike Green - Yes  
Gary Sparks – Yes  
Dale Wyatt - Yes

Motion carried.

### PUBLIC HEARING

*“Members of the public may speak or address the Commission during the public hearing portion of the meeting. Any member of the public desiring to speak or address the Commission must sign the speakers list prior to the beginning of the public hearing portion of the meeting. The order of speakers shall be determined by order of sign-up by issue. All speakers shall first identify themselves and whom they represent.”*

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

Vice-Chairman Darby opened the floor for comments regarding the proposed change to the Administrative Code.

There were no comments from visitors. Executive Director Russell stated that there had been no public comments submitted in writing or by electronic mail or telephone for this amendment.

Commissioner Sparks made a motion to adopt 360-X-1-.01 General Regulations and Administrative Procedures and it was seconded by Commissioner Green. Roll call vote was taken.

Joey Darby – Yes  
Billy Doss - Yes  
Mike Green - Yes  
Gary Sparks – Yes  
Dale Wyatt - Yes

Motion carried.

## **EMPLOYEE OF THE QUARTER RECOGNITION**

Executive Director Russell stated that Ray Grantham was selected for the Employee of the Quarter. AFC has had a three consecutive Paramedic classes with 100% first time pass rates. A big part of that success is because of Ray Grantham. Ray's a problem solver and a workhorse and is committed to educating our students.

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

Russell said that the training numbers were low due to several factors including the mobile props have been out of service for repairs and we are also cleaning the data in the database to accurately reflect true training hours and student numbers.

Section Chief Thornburg and Kim Davis are at the International Fire Service Accreditation Congress (IFSAC) conference in Oklahoma City, OK this week. Our IFSAC site visit will be on campus June 5-8, 2018. Our Certification Manual has been finalized and updated on the AFC website.

Russell will be attending the Congressional Fire Services Institute in Washington, DC April 17-20, 2018.

Several staff will be attending the Fire Department Instructors Conference in Indianapolis, IN April 25-28, 2018.

The Southeastern Association of Fire Chiefs Annual Conference will be in Montgomery, AL June 25-29, 2018. We've been asked to assist financially and with transportation resources.

Public Fire and Life Safety Educator II is once again ProBoard certified thanks to Program Manager Ryan Kaser, Kim Davis and Steve Sutherland.

Members from the Alabama All-Hazards Incident Management Team (Alabama Fire College) and the Alabama Forestry Commission, responded to the Jacksonville, AL tornado on March 19<sup>th</sup> and 20<sup>th</sup>. It was impressive how well the different entities worked together. Kudos to Chief Kadle, Chief Childs, Chief Collins, Chief Sparks, Chief Stewart and their personnel, along with the AFC staff; David Thornburg, Jeff Roberts, Cece Hubbert, Tracy McNair and Bill Warren.

## COMMITTEE REPORTS

### Finance:

Commissioner Wyatt made a committee motion to approve the February 2018 Financial Statement. Roll call vote was taken.

Joey Darby – Yes  
Billy Doss - Yes  
Mike Green - Yes  
Gary Sparks – Yes  
Dale Wyatt - Yes

Motion carried.

Commissioner Wyatt made a committee motion to move the CD from the Bank of Moundville to Cadence Bank for a period of 24 months at 2.26% interest and to authorize the Executive Director and Commissioner Billy Doss to execute the transaction. Roll call vote was taken.

Joey Darby – Yes  
Billy Doss - Yes  
Mike Green - Yes  
Gary Sparks – Yes  
Dale Wyatt - Yes

Motion carried.

Commissioner Wyatt made a committee motion to approve the tuition increases as presented by the Executive Director beginning October 1<sup>st</sup>, 2018. Roll call vote was taken.

Joey Darby – Yes  
Billy Doss - Yes  
Mike Green - Yes  
Gary Sparks – Yes  
Dale Wyatt - Yes

Motion carried.

Commissioner Wyatt made a committee motion to adopt the resolution to support the Southeastern Association of Fire Chiefs and the Alabama Fire Chiefs Association. Both Commissioner Darby and Commissioner Sparks recused. Roll call vote was taken. Resolution attached.

Billy Doss – Yes  
Mike Green – Yes  
Dale Wyatt – Yes

Motion carried.

Commissioner Wyatt made a committee motion to approve the reallocation of funds for National Center for Fire and Life Safety Chief Program Officer salary in the amount of \$21,500, to the BRC Imagination for the Heroes Activity Center. Roll call vote was taken.

Joey Darby – Yes  
Billy Doss - Yes  
Mike Green - Yes  
Gary Sparks – Yes  
Dale Wyatt - Yes

Motion carried.

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

Committee Chairman Sparks made a committee motion to adopt the resolution for field delivery recruit schools and self-sponsored students. Roll call vote was taken.

Joey Darby – Yes  
Billy Doss - Yes  
Mike Green - Yes  
Gary Sparks – Yes  
Dale Wyatt - Yes

Motion carried.

The signed resolution is attached to these minutes.

**EMS:**

Committee Chairman Wyatt stated there was no report.

**UNFINISHED BUSINESS**

Russell explained the history of the student who had his Fire Instructor I, Fire Instructor II, and Live Fire Instructor certifications revoked back in February 2016. He was also prohibited from taking any Alabama Fire College courses for a period of two years. On Mr. Anthony Williams behalf, Russell requested the Commission reinstate Mr. Williams' ability to take AFC certification courses since he's served his punishment.

Commissioner Green made a motion to reinstate Mr. Anthony Williams and allow him to take AFC classes, but he will not be allowed to teach our sanctioned courses. It was seconded by Commissioner Wyatt. Roll call vote was taken.

Joey Darby – Yes  
Billy Doss - Yes  
Mike Green - Yes  
Gary Sparks – Yes  
Dale Wyatt – Yes

Motion carried.

## **NEW BUSINESS**

Russell explained that AFC is currently operating with one Section Chief but we're budgeted for three. He would like to fill one of those positions and possibly hire a Deputy Section Chief, depending on the skill set of the new hire.

Commissioner Wyatt made a motion to adopt the Deputy Section Chief job description and allow the Executive Director, at his discretion, to either fill the third Section Chief position or to fill that vacancy with a Deputy Section Chief. It was seconded by Commissioner Green. Roll call vote was taken.

Joey Darby – Yes  
Billy Doss - Yes  
Mike Green - Yes  
Gary Sparks – Yes  
Dale Wyatt – Yes

Motion carried.

## **BUSINESS FROM VISITORS**

Assistant Fire Chief Randy Childs from Jacksonville Fire Department asked to speak. "On behalf of the Mayor and the Fire Chief of Jacksonville, we would like to publicly thank the actions of the Executive Director Matt Russell, the Alabama Fire College staff and the Personnel Standards and Education Commission" for their assistance during the March 19, 2018 tornado in Jacksonville. They provided us with an Incident Management Team and were a valuable asset.

Commissioner Sparks commended Russell (and his team) for their insight and help during this time of crisis.

## **BUSINESS FROM COMMISSION MEMBERS**

Commissioner Sparks made a motion stating that this Special Called meeting having covered all matters which have arisen in the past quarter, the Quarterly Commission Meeting set by statute for April 18, 2018 is hereby cancelled, with the provision that another Special Called meeting may be held to deliberate and decide any matter that arises between now and April 18, 2018. It was seconded by Commissioner Wyatt. Roll call vote was taken.

Joey Darby – Yes  
Billy Doss - Yes  
Mike Green - Yes  
Gary Sparks – Yes  
Dale Wyatt – Yes

Motion carried.

The next Work Session will be July 17, 2018 at 12:00 p.m. Committee meetings will immediately follow the Work Session.

The next Quarterly Commission Meeting will be July 18, 2018 at the Alabama Fire College.

Commissioner Green made a motion to adjourn.

Meeting adjourned.

Respectfully submitted,

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

David M. Russell  
Executive Director

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

Melony Carroll  
Secretary

# ALABAMA FIRE COLLEGE AND PERSONNEL STANDARDS COMMISSION

## Commission Work Session Meeting

July 17, 2018

The meeting was called to order by Chairman Russell Ledbetter at 12:00 p.m. The meeting was held at the Alabama Fire College in Tuscaloosa, Alabama.

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

### VISITORS

Arthur Willis, Kim Davis, David Thornburg, Cece Hubbert, Amy Bowden, Patrick Dunlap and Beth Chapman

### MINUTES

Beth Chapman gave a legislative update. Executive Director Matt Russell discussed several matters pertaining to the Fire College.

No actions were taken.

### FINANCE COMMITTEE

Roll call revealed the following members present: Joey Darby, Billy Doss, Mike Green, Russell Ledbetter, Scott Pilgreen, Gary Sparks and Dale Wyatt.

Chairman Darby asked Cece Hubbert to review the May Financial Statement; the FY 19 Budget; bid award for Audit Services for 2018-2020; and bank signature cards. After discussion, the Finance Committee approved these items to forward to the Quarterly Commission meeting.

Other items discussed were the magnetic door lock system; the phone system; and replacement of the Mobile Drill Tower. After discussion, the Finance Committee approved these items to forward to the Quarterly Commission meeting.

Darby requested that a Reserve Fund Policy be created and presented at the October Quarterly Commission meeting. The Finance Committee approved this to move forward to the October Quarterly Commission meeting.

### POLICY AND PROCEDURES/BY LAWS COMMITTEE

No discussion.

### EMS COMMITTEE

No discussion.

Meeting adjourned.

Respectfully submitted,



David M. Russell  
Executive Director



Melony Carroll  
Secretary

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

## **Quarterly Commission Meeting July 18, 2018**

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

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

### **VISITORS**

Chairman Ledbetter recognized Senator Gerald Allen and asked if he'd like to speak. Senator Allen thanked the Commissioners for their service and encouraged them to remain proactive with legislation. He recognized the fact that the Alabama Fire College plays a vital role for the paid and volunteer fire departments, to ensure they are prepared and ready to assist citizens throughout the state. He said it was important that they visit the State House and meet with their senators and representatives.

Other guests included: Arthur Willis, Rick Gregg, Jason Jackson, Steve Sutherland, Cece Hubbert, Kim Davis, Donna Barrett, Lonnie Branson, Cindy Woods, Amy Bowden, Kimberly Rodriguez, Tina Simmons, Diana Hewlett, James LeVert, Stacey Tingle, Reid Vaughan, Ashley Owens, Terri Huddleston, Tiffany Lyons, Linda Putnam, Christy Ryland, Kiristen Baker, Randy Smith, Charlie Dixon and Senator Gerald Allen

### **MINUTES**

Commissioner Wyatt made a motion to approve the minutes for the Work Session on April 10, 2018 and the Special Called meeting on April 11, 2018. It was seconded by Commissioner Doss. Roll call vote was taken.

Joey Darby – Yes  
Billy Doss - Yes  
Mike Green - Yes  
Russell Ledbetter – Yes  
Scott Pilgreen – Yes  
Gary Sparks – Yes  
Dale Wyatt - Yes

Motion carried.

### **EMPLOYEE OF THE QUARTER RECOGNITION**

Executive Director Russell stated that Cecelia Hubbert is the Employee of the Quarter because of her exceptional ability to benefit the Fire College. She is 100% trustworthy with our finances and her integrity and workmanship with the budget is outstanding.



## **Director's Report:**

Russell asked Section Chief Thornburg to present information on NFPA 3000, Active Shooter and Hostile Event Response (ASHER). Thornburg said that Rod Glover, Danny Wright and Stenson Ellenburg were developing a curriculum. The initial course will target potential instructional cadre who are qualified (law enforcement or military background) and can assist in delivering the curriculum statewide. Thornburg also updated the Commission on training numbers and certifications.

Russell discussed several other topics:

The IFSAC site visit went very well in June. Their report has come back with very positive comments regarding Kim Davis and our staff. They were anxious about reviewing 63 levels in 3 days, but everything was in such good order they were able to transition easily from one level to the next. Our program is second to none.

A certificate of deposit matured on June 15, 2018 and was transferred from the Bank of Moundville to Cadence Bank since the return rate was higher at Cadence.

Insurance funds have been received for the loss of the Mobile Drill Tower. Another drill tower will be purchased with some modifications put in place, to help insure safety.

Drill field improvements are necessary.

NFPA 1002 has been revised by NFPA. The Technical Review Committee (TRC) is reviewing the standard and will bring recommendations at the next Quarterly meeting.

The Wilderness Search and Rescue course has been reviewed by the TRC and they've recommended using the book published by The National Association for Search and Rescue (NASAR).

The Career Tech Scholarship Program had 20 participants. For those eligible to receive scholarships, there is approximately \$13,000 from the Daniel Foundation grant which will be applied towards their tuition.

The current magnetic door lock system for the Fire College is no longer supported by Microsoft so a new system is needed. The phone system at Workplace Safety Training is no longer serviceable and the campus phone system is near the end of its service life, therefore; both phone systems need to be replaced.

Diana Hewlett is back working with us in the Curriculum department and Arthur Willis is our new Section Chief of Training and will begin employment on August 1, 2018.

## **COMMITTEE REPORTS**

### **Finance:**

Committee Chairman Darby made a committee motion to approve the May 31, 2018 Financial Statement. Roll call vote was taken.

Joey Darby – Yes

Billy Doss - Yes  
Mike Green - Yes  
Russell Ledbetter – Yes  
Scott Pilgreen – Yes  
Gary Sparks – Yes  
Dale Wyatt – Yes

Motion carried unanimously.

Committee Chairman Darby made a committee motion to approve the FY 2018-2019 Budget as presented today with changes discussed in Work Session. Roll call vote was taken.

Joey Darby – Yes  
Billy Doss - Yes  
Mike Green - Yes  
Russell Ledbetter – Yes  
Scott Pilgreen – Yes  
Gary Sparks – Yes  
Dale Wyatt – Yes

Motion carried unanimously.

Committee Chairman Darby made a committee motion to award the bid for audit services to Jackson Thronton for \$32,500 per year for a 3-year contract. This bid was conducted through a competitive bid process. Roll call vote was taken.

Joey Darby – Yes  
Billy Doss - Yes  
Mike Green - Yes  
Russell Ledbetter – Yes  
Scott Pilgreen – Yes  
Gary Sparks – Yes  
Dale Wyatt – Yes

Motion carried unanimously.

Committee Chairman Darby made a committee motion to ratify action of transfer of a CD from the Bank of Moundville to Cadence Bank and to add Joseph Darby, William Doss, Scott Pilgreen and David Russell as authorized signatories. This motion also adds Joseph Darby, William Doss, Scott Pilgreen and David Russell as authorized signatories on the Cadence Bank payroll account. This motion also authorizes these designated Commissioners and the Executive Director to sign all necessary paperwork. This motion also requires two signatures for all withdrawals at Cadence Bank. Roll call vote was taken.

Joey Darby – Yes  
Billy Doss - Yes  
Mike Green - Yes  
Russell Ledbetter – Yes  
Scott Pilgreen – Yes

Gary Sparks – Yes  
Dale Wyatt – Yes

Motion carried unanimously.

Committee Chairman Darby made a committee motion to approve the purchase and installation of a new magnetic door lock system for \$20,000 from Data Plus Security using reserve funds. Roll call vote was taken.

Joey Darby – Yes  
Billy Doss - Yes  
Mike Green - Yes  
Russell Ledbetter – Yes  
Scott Pilgreen – Yes  
Gary Sparks – Yes  
Dale Wyatt – Yes

Motion carried unanimously.

Committee Chairman Darby made a committee motion to approve the purchase of a new phone system for WST and AFC main campus for \$24,000 from the Alabama State Bid using reserve funds. Roll call vote was taken.

Joey Darby – Yes  
Billy Doss - Yes  
Mike Green - Yes  
Russell Ledbetter – Yes  
Scott Pilgreen – Yes  
Gary Sparks – Yes  
Dale Wyatt – Yes

Motion carried unanimously.

Committee Chairman Darby made a committee motion approve the purchase of a new Mobile Drill Tower to replace the damaged unit at a cost of \$280,000 using insurance settlement funds of \$248,000 and reserve funds of \$31,200. Roll call vote was taken.

Joey Darby – Yes  
Billy Doss - Yes  
Mike Green - Yes  
Russell Ledbetter – Yes  
Scott Pilgreen – Yes  
Gary Sparks – Yes  
Dale Wyatt – Yes

Motion carried unanimously.

Committee Chairman Darby made a committee motion for a Reserve Fund Policy to be developed and presented for adoption at the October 2018 Quarterly meeting. This policy will establish a minimum reserve fund balance of 25% of our annually budgeted

operational expenses and debt service and include a strategy to recover deficiencies when the balance falls below 25%. Roll call vote was taken.

Joey Darby – Yes  
Billy Doss - Yes  
Mike Green - Yes  
Russell Ledbetter – Yes  
Scott Pilgreen – Yes  
Gary Sparks – Yes  
Dale Wyatt – Yes

Motion carried unanimously.

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

Committee Chairman Sparks stated there was no report.

**EMS:**

Committee Chairman Wyatt stated there was no report.

**NEW BUSINESS**

Commissioner Darby made a motion to appoint the Executive Director or his designee as the Commission appointment on the NFPA Advisory Council for the Heroes Experience at the National Center for Fire and Life Safety. It was seconded by Commissioner Wyatt. Roll call vote was taken.

Joey Darby – Yes  
Billy Doss - Yes  
Mike Green - Yes  
Russell Ledbetter – Yes  
Scott Pilgreen – Yes  
Gary Sparks – Yes  
Dale Wyatt – Yes

Motion carried unanimously.

Commissioner Sparks made a motion to approve Administrative Code updates to:

- 360-X-2-.01 Certified Volunteer Fire Fighter
- 360-X-2-.02 Certified Fire Fighter
- 360-X-2-.03 Certified Fire Fighter II
- 360-X-3-.01 Certified Fire Instructor I
- 360-X-3-.02 Certified Fire Instructor II
- 360-X-3-.03 Certified Fire Instructor III
- 360-X-9-.01 Certified Hazardous Materials First Responder At The Awareness Level
- 360-X-9-.02 Certified Hazardous Materials First Responder At The Operational Level
- 360-X-9-.03 Certified Hazardous Materials Technician Level
- 360-X-9-.04 Certified Hazardous Materials Incident Commander
- 360-X-15-.01 Incipient Industrial Fire Brigade Member
- 360-X-19-.01 Certified Rescue Technician: Rope Rescue I

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

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

Commissioner Wyatt seconded the motion. Roll call vote was taken.

Joey Darby – Yes  
Billy Doss - Yes  
Mike Green - Yes  
Russell Ledbetter – Yes  
Scott Pilgreen – Yes  
Gary Sparks – Yes  
Dale Wyatt – Yes

Motion carried unanimously.

#### **BUSINESS FROM VISITORS**

There was none.

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

Commissioner Darby thanked Cece Hubbert and the staff for their hard work on the budget. He also stated that he'd like to show support for Marion Military Institute and would like to schedule a Commission meeting on their site soon.

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

Meeting adjourned.

Respectfully submitted,



David M. Russell  
Executive Director



Melony Carroll  
Secretary