



FIRE RESCUE

ALBEMARLE COUNTY

460 Stagecoach Road, Suite F Charlottesville, VA 22902-6489
 Voice: 434-296-5833 FAX: 434-972-4123

www.ACFireRescue.org

ALBEMARLE COUNTY FIRE AND EMERGENCY MEDICAL SERVICES BOARD AGENDA

Wednesday, April 22, 2026 | 1800 Hours | COB-McIntire, Room 235

Agenda Item	Name
I. Call to Order A. Moment of Silence B. From the Board: Matters Not Listed on the Agenda C. From the Public: Matters Not Listed on the Agenda	K. Alibertis
II. Approval of Consent Agenda A. March 25, 2026 Minutes	K. Alibertis
III. Committee updates - A. Executive Committee B. Training Committee C. Operations Committee D. Recruitment & Retention E. Quartermaster F. Apparatus Committee	See Attached See Attached No Meeting No Meeting No Meeting No Meeting
IV. Unfinished Business – A. Incident Reporting B. Policy 1000 – Membership Affiliation C. Policy 1001 – Personnel Data	D. Puckett D. Puckett D. Puckett
V. New Business – A.	

ALBEMARLE COUNTY FIRE/EMS BOARD
FEMS BOARD MEETING
MARCH 25, 2026 – 1800 HOURS

A regular meeting of the Albemarle County Fire/EMS Board was held on Wednesday, March 25, 2026 at 1800 hours in Room 235 at the County Office Building–McIntire Road, Charlottesville, Virginia.

The following members were in attendance:

David Puckett, Albemarle County Fire Rescue
 Dan Paxton, Charlottesville-Albemarle Rescue Squad
 Gary Dillon, Crozet Volunteer Fire Department
 Todd Richardson, Earlysville Volunteer Fire Department
 Jason Tetterton, East Rivanna Volunteer Fire Company
 George Stephens, North Garden Volunteer Fire Department
 Timothy Cersley, Scottsville Volunteer Fire Department
 Rob Knight, Seminole Trail Volunteer Fire Department
 Kostas Alibertis, Western Albemarle Rescue Squad

Others in attendance:

Alyssa Mezzoni, Albemarle County Fire Rescue
 Trevor Henry, Albemarle County Executive's Office
 Jennifer Yerby, Albemarle County Fire Rescue

I. Call to Order

Chief Alibertis called the meeting to order at 1800 hrs.

A. Moment of Silence

Participants observed a moment of silence.

B. From the Board: Matters Not Listed on the Agenda

Chief Tetterton said he had an item to add to the agenda.

C. From the Public: Matters Not listed on the Agenda

There were none presented.

II. Consent Agenda

A. February 25, 2026 Minutes

MOTION: Chief Dillon moved to approve the Consent Agenda with the minutes as presented. Chief Stephens seconded the motion, which passed 7–0–?, [with Chief Tetterton and Chief Cersley abstaining?].

III. Committee Updates

A. Executive Committee

- B. Training Committee
- C. Operations Committee
- D. Recruitment & Retention
- E. Quartermaster
- F. Apparatus Committee

IV. Budget Review

Deputy County Executive Trevor Henry introduced Andy Bowman, Assistant Chief Financial Officer and formerly Lead Analyst for the ACFR system; Kristy Shifflett, Chief Operating Officer; and Tia Mitchell, Senior Budget Analyst.

Mr. Henry reviewed the County's budget process and stated that County Executive Jeff Richardson says they "always run out of money long before they run out of requests and good ideas and needs," so it is a balancing act. Mr. Henry presented a slide showing the lenses through which they try to make budget considerations, as well as to represent how most community members look at the services they get living in Albemarle County. He said that in defining "quality of life," feeling safe—including fire and police response—is considered a key component of that.

Mr. Henry said the County's strategic plan is a fundamental framework used by staff, and the Board makes decisions around their focus areas, which in turn inform the budget process, among other factors. Mr. Henry stated that AC44 is a comprehensive plan that represents a long-term strategy for managing growth and development; the economic development strategic plan operates on a shorter cycle, similar to the Board strategic plan. He said the plan focuses on reducing reliance on the real estate tax rate by increasing commercial development.

Mr. Henry stated that studies have shown for every dollar of revenue received from a new house, it costs the County \$1.32 to serve the community—making it a loss leader. He said residential growth requires the County to find an additional third of a dollar to cover schools and public safety. Mr. Henry said that building the commercial base is necessary to shift reliance away from real estate. Mr. Henry stated that commercial growth has not decreased, but the rate of real estate and residential growth has exceeded it, which is why the County Executive and Board frequently focus on economic development. He noted that budget studies are frequently conducted, and the most relevant to ACFR are the policing study and the fire study, which were worked on last year and are planned for implementation over the next several years.

Mr. Henry stated that another tenet of good governance and budgeting is performance improvement and cost savings. Mr. Henry said the County has intentionally built out process improvement and systems modernization over the past four years to achieve cost savings and efficiencies. He stated that investments have been made in these systems, and there is ongoing review to reduce headcount where appropriate. He said that the County is in year three of performance measures, which are advertised and

reported annually. Mr. Henry stated that a report is provided to the Board every six months and posted annually, serving as a scorecard across all organizations.

Mr. Henry said the County has focused on reducing headcount at the local government level and has reduced 17 administrative department positions over the past two years through reengineering. He stated that in some cases, projects or programs were slowed to achieve intentional headcount reduction; the net reduction appears as three because 14 positions were added, mostly in police and a few in the sheriff's office. He said the County has tried to realign opportunities in public safety to encourage growth in that area, which has been important but challenging work.

Mr. Henry stated that the tax rate for real property remains unchanged, but most assessments have increased, which has resulted in revenue growth in that area. Mr. Henry stated that food and beverage and transit occupancy are other sources of revenue, and these sources have remained steady. Mr. Henry said the Board made one change from last year regarding personal property, specifically the car tax, by advertising it as 15 cents higher than the previous year. He stated that the Board is considering dedicating this increase, which equates to \$1.7 million annually, to affordable housing. Mr. Henry said this is an assumption and not a final decision, as the Board is still reviewing town hall feedback.

Mr. Henry noted that funding is allocated to previously committed obligations. He explained that the revenue-sharing agreement is a legal agreement ratified through a referendum three decades ago at the County, which comes off the top and goes to the City of Charlottesville, and that is approaching \$21 million. Mr. Henry said last year and this year, an additional \$1.7 million was added, based on a formula that compares growth between entities. He said while funds can flow either way, they have mostly gone toward the City in his experience.

Mr. Henry reported that five-year planning is conducted, and funding for 2027 is being reviewed in the current budget process, which will be approved in May. He said the term for the next two years is "continued uncertainty." Mr. Henry stated that an economist from Virginia Tech meets monthly with the Finance department and is world renowned for forecasting economic projections for the coming two years. He said the economist describes the outlook as "partly sunny, partly cloudy," which predates recent events in the Middle East. He stated the County had been contemplating the next two years as a constrained revenue environment, leading to decisions about funding minimum operations. Mr. Henry said the County Executive has opted to use the stabilization fund, which is 1% of savings, to fund core needs this year and next, anticipating improved revenues from commercial growth in years three, four, and five due to projects such as Astra Zeneca.

Mr. Henry reported that general fund revenues are where the Board has the most discretion in allocating funds, with nearly 70% of funding coming from residential tax. He stated that schools are the primary and largest entity funded; 43% of revenues go directly to schools, which also receive additional revenues from state and federal

sources. He said schools receive about 52 cents on every dollar from corporate, state, and federal revenue. Mr. Henry said capital debt represents 10% of the budget, and public safety is second to schools at 17%. Mr. Henry reiterated that money always runs out before all needs are met, and balancing the budget is a constant challenge. He stated that the County is concerned about the next two years due to federal and global economic impacts. He said Mr. Bowman would provide the next part of the presentation.

Mr. Bowman stated that he would talk in more detail about what that 17% for public safety comprises. He said one of the key things, before discussing the fire rescue system and the police department, was to speak about the volume of partnerships that the County has. Mr. Bowman stated that the County, whether it be with the City, the University, or the other outlying counties, does many things regionally. Mr. Bowman said the County works with nonprofits who can take County dollars and leverage them into a greater return with others. Mr. Bowman stated there are actually 69 partner agencies across all of these areas that total \$41 million in the budget.

Mr. Bowman said his focus would be on public safety agencies, with the largest being the regional jail, and the cost increase with the regional jail includes increased debt service for the renovation of that facility for the first time in 50+ years. Mr. Bowman said the renovation and the County share are big drivers. Mr. Bowman stated this also includes the Blue Ridge Juvenile Detention Center and the Emergency Communication Center. Mr. Bowman stated that another big category is the Charlottesville Albemarle SPCA. Mr. Bowman said the County is mandated to have a pound under state code, and the County determined the best way to provide that service is with the City and with the local SPCA. Mr. Bowman stated the County has a contract that was renegotiated last year, with an escalation of about \$700,000 in the coming years.

Mr. Bowman stated that obligations are a primary budget driver. He said as calls for services increase, the County's population increases, and the County is the biggest fish in the regional pond. Mr. Bowman stated that as those agencies' costs are increasing, the County's share is also increasing, with a formula that determines each of them. Mr. Bowman reported that there are only six new positions in the entire County budget, and they are all in the police and sheriff. Mr. Bowman said Mr. Henry had mentioned that the County is down three positions over the last two years; that is negative 17 in administration and plus 14 in the police and sheriff. He noted that the fire rescue department has not had any change in personnel; there has just been a change in funding as grant-funded positions are expiring.

Mr. Bowman stated that for the police department, there are already three new officers who are supposed to begin in mid-year. He said this is in response to the public safety study done for the police department, which looked at core basic coverage needs. Mr. Bowman stated that in addition to dollars, Ms. Shifflett will speak about continuing to implement the recommendations of the study. Mr. Bowman stated that some of those things may be dollars and some may be structural— it is not just about the fire department or police department, but about how the organization, including finance and budget, works with those departments to ensure processes are lined up.

Mr. Bowman stated that every year, the County benchmarks public safety pay scales to make sure the County is competitive. He said this is true for the fire department as well. He said for public safety personnel, there is a lot of training and investment, and the more the County can recruit and train, the more responsive it can be. Mr. Bowman said the budget includes \$2.3 million for the police department to maintain their market position on the scales. Mr. Bowman stated that the sheriff, as the general district court has opened, is looking at staffing, data on inmate transports, coverage needs, and operating the new security. He said three positions are recommended to be added to their budget this year as their service continues to evolve in the new court system.

Mr. Bowman stated that emergency management is a budget-neutral change for a few years. He noted that emergency management has been nested within the fire rescue department, and after looking at the results of public safety studies and strategic input from the chiefs, it was decided to structure emergency management outside the fire department and create a new standalone Office of Emergency and Management. Mr. Bowman noted that this office would report directly to Mr. Henry and work alongside the rest of the organization in incident response with public safety agencies, regional partners, and internal matters if moving beyond emergency response. Mr. Bowman stated that some change is less about dollars and more about structure and how the County positions itself to be responsive to community needs.

Mr. Henry noted that the position would be a civilian position and is based off of the benchmarking they've done in best practice, with 230 applicants thus far.

Mr. Bowman stated that for the fire rescue system, there is a \$1.7 million obligation, and the County has been awarded four FEMA SAFER grants totaling \$12 million. He said two of these grants are being fully absorbed, and the third is in the process of being incorporated into next year's budget. Mr. Bowman said that \$1.7 million from the third FEMA SAFER grant will be added to the County's books next year. He stated that, similar to public safety, a review of the fire rescue public safety scale has been conducted, resulting in \$1.3 million being allocated for that purpose. Mr. Bowman said the budget also includes consideration of an additional grant application for eight new positions for what they are calling "FEMA V," which would address the demand identified by the public safety study. He said this application aims to increase personnel in the field and help manage the increased call volume.

Mr. Bowman said staff has coordinated with station representatives for detailed information. He stated that operating funding in the policy for volunteer stations will increase by just under \$180,000. Mr. Bowman said stations can submit one-time requests for equipment, which may vary annually based on replacement schedules, and total funding for these requests will decrease by \$167,000 next year. Mr. Bowman said there is an estimated \$1.9 million allocated for vehicle repair, maintenance, fuel, turnout gear, insurance, and training. He stated these resources, budgeted in the fire rescue department, indirectly support the volunteer fire rescue system. Mr. Bowman said this number is an estimate for 2026 and is expected to increase slightly in 2027.

Mr. Bowman stated that capital requests can be submitted through the CIP process, along with other community agencies, and North Garden, Earlysville, and Seminole Trail have received funding in recent years, and Stony Point has submitted a request for roof improvements. He said the Board would vote on approval next month, the County would proceed with implementation as with previous stations.

Chief Alibertis asked if the CIP funding was exclusive of the existing CIP for vehicle replacement.

Mr. Bowman confirmed that it would be, noting that everything coming out of this has really been building issues so far for expansions and major renovations, including an elevator at Seminole Trail.

Chief Puckett noted that the SAFER grant is for six, not eight, which aligns with the NCI study recommendation to bolster existing staffing factor and window of service reductions.

Mr. Bowman said the Board of Supervisors has been investing a tremendous amount of time in public meetings. He stated they have had six meetings where the Board has taken the County Executive's recommendation in February. Mr. Bowman said that from the time OMB gets to ask everyone questions, they have to provide all the answers to the Board of Supervisors in February. He stated they spent the better part of 16 hours in public meetings with the Board, and they are now at the point where the Board has proposed a budget for public feedback, including the proposed tax rate, affordable housing from the personal property or vehicle tax, and a series of town halls. Mr. Bowman said the Board seeks input through town halls, public hearings scheduled on the 15th, or by email, and seeks as much feedback as possible because they must weigh all ideas on balance with available funding. He said that on April 22nd, the Board will adopt the budget; the County will then communicate the final recommendations, and there is currently no change from the County Executive's recommendation.

Ms. Shifflett mentioned the cybersecurity event that occurred the previous summer and said the County is now spending additional time developing policies and behaviors toward those policies. Ms. Shifflett stated that there is no impact to the fire rescue system yet, but the County is reviewing access to technology and how people are accessing it, such as whether they are performing password resets and have proper coverage on their devices. Ms. Shifflett stated that the County will collaborate with them and the IT department regarding access to County information and systems. Ms. Shifflett stated that the County will clarify how security measures need to be improved. She noted that thousands of cyber-phishing attempts occur every month and are intercepted by County systems, but emphasized the need for strong security. She said a risk manager position was elevated to an enterprise risk manager who works with her, and they will ensure compliance with all future safety and cybersecurity protocols.

Ms. Shifflett stated that her second focus is studies, and questions can be directed to her as needed. Ms. Shifflett stated that recent efforts have centered on the movement of the emergency management office, with recruiting for emergency management underway as mentioned. Ms. Shifflett stated that the next priority is allowing Chief Puckett to settle into his role and work on his organization. She said that once these matters are resolved, the primary recommendation involves staffing. Ms. Shifflett stated that funding is limited, with the County discussing the FEMA grant, and other initiatives for the coming years have not yet been defined. Ms. Shifflett stated that once these matters are settled, they would set targets and solicit feedback and input from them.

Ms. Shifflett said that they conducted a workload analysis and examined the fire department and how it collaborates with HR, IT, and Finance. Ms. Shifflett said they are ensuring their processes are as streamlined as possible, considering whether departments can work more effectively to support fire rescue and whether fire rescue may be able to organize in a way that improves efficiency. Ms. Shifflett said they are reviewing civilian and sworn positions and evaluating whether converting some roles to civilian positions might help move things along. Ms. Shifflett stated that much of the work was connected to Finance and HR; they recognized a real need for additional IT support, which they were unable to solve this year but acknowledge will likely require more significant resources in IT.

Chief Puckett noted that while not specifically called out in the study, the contract underway is doing some process analysis and looking for efficiencies on two things: the volunteer onboarding process, which is a consistent source of frustration; and training, specifically the process of signing up for training and the systems used.

Ms. Shifflett said they are always looking at whether something that is highly manual can be done a bit faster or better and easier for all involved.

Ms. Shifflett said the third item is what Mr. Henry has already mentioned regarding performance measurement. She stated that public safety is goal one in their strategic plan, and they are constantly looking at performance and what those numbers look like, as well as what needs to be done to support that. She noted that there have been discussions about physicals and making those easier in the future, and it is within the County's ability with CARE-ATC and at the employee clinics to perform the LODA physicals—but the reason they are not doing them yet is because they felt it would not be the best process currently. She stated that a physician has not been hired yet at their Route 29 location, and they are trying to ensure they are effective and performing well before adding more people to the process. She said the County has asked CARE-ATC for improvements, and when they are deemed to be up to speed, ACFR would be informed, but that would likely be at least a few months.

Mr. Henry noted that an after-action for Chief Puckett is to make sure anything that is tied into the clinic or admin side is routed through the COO, so whatever they share is the most current and doesn't lead to mismanaged expectations.

Chief Puckett said in some cases, it's been a moving target whereas the plans and timelines change.

Ms. Shifflett agreed, stating that this is why the process with the vendor needs to be tightened up prior to adding more people to the process. She indicated that any communication on this would be accurate, and that the process itself would go well when it was time to proceed.

Chief Alibertis thanked them for presenting and said the FEMS Board would take some time to process what was presented and get back to them with questions.

V. Unfinished Business

A. Policy 337 - Firearms

Chief Puckett reported that during the last FEMS meeting policy review, there were some questions around a few specific items. He stated that they took that as a to-do from the Executive Committee, worked with the County's legal department, and had some updates.

Chief Puckett said that under definitions, "firearm," one of the questions was about a rope gun and whether they could modify the definition that was used in the County ordinance. He stated that they had a good bit of discussion about that and ultimately, they were not aware of any rope guns in the County that used explosives versus charged, pressurized air or CO2 cartridges. Chief Puckett stated that they struck it and did not think it necessarily changed the intent or applicability of the policy. He said that the second change happened under exceptions, number three, training programs approved by the fire chief or the designee. Chief Puckett stated that they struck that because it was not included specifically in the County ordinance; this and the previous one were actually requests originally from the Executive Committee to add these items.

Chief Puckett stated that the reason it came up was that some stations that have hunter safety courses, often held in community rooms, some of which are conducted by game wardens or conservation officers, which are exempted in the County ordinance. Chief Puckett stated that if there was a course being conducted by somebody outside of that group, then they would not be allowed under this policy to have firearms in the station or in the community rooms for the class. He said that those were the two components they talked about. Chief Puckett noted that number two was talked about as well, but it was not within a building so was not necessarily directly under the purview of the County ordinance and thus deemed appropriate to remain.

Chief Knight said they had talked about striking "at an emergency scene" from number two, if an organization was holding a class with a sworn officer how to handle and or render a weapon. He asked if this meant at an emergency scene, that would enable it without specifically making the training and programs approved by the fire chief, in terms of hunter safety courses, etc.

Chief Tetterton asked if the use case was so that somebody can handle the firearm inside the County facility with law enforcement present.

Chief Paxton said that was basically the discussion he and Chief McFadden had on it. He explained that if they have RTF and anything else where a law enforcement officer was going over making the weapon safe for when a law enforcement officer goes down, or if there isn't a law enforcement officer, they leave it as temporarily securing a firearm until it can be surrendered to a law enforcement officer; then the officer was the one who has the authority to bring that into the building, as they're handling it under direct training supervision. He said if they remove that one statement, it still allows for a class such as RTF.

Chief Tetterton said that would probably have to be vetted by an attorney to see if law enforcement can allow that, because as soon as he grabs a firearm and it's under his custody or control, then he's violating the ordinance. He emphasized that he wouldn't want to enter a situation where he is violating the ordinance, which in this case is a Class 1 misdemeanor in Albemarle County.

Chief Puckett responded that number two does not strictly adhere to the County ordinance, at least the exceptions they have listed, so this would be in conflict perhaps with the County ordinance—if they remove one of the exempt places and back into a building. He suggested that Lauren Bohdon from the County Attorney's Office provide input.

Ms. Bohdon explained that the ordinance is based on the state code, which gives them the authority to create the ordinance for the County, but the state law that it's based on and the ordinance is ultimately written from pertain to being in government buildings. She clarified that an emergency scene is not a government building, and they are two different things.

Chief Puckett said the suggestion on the floor was to remove the emergency scene from that language, which would then allow that brief custody in a government building.

Chief Alibertis added context that it was in the presence of a training class.

Chief Paxton said they can't specifically say "for trainings, if approved by a designee," because that's in violation of the policy. He suggested removing the emergency scene language from line item two, then if a law enforcement officer, such as they do within the RTF class, has a weapon where they're demonstrating or training how to make it safe, then handling it and returning it to said law enforcement officer could then be seen as falling within that exception to line item two.

Chief Tetterton said when they bring their rifles in, they swap out the charging [mechanism], and he was told they were CO2.

Chief Paton clarified that there's a cap primer with those.

Ms. Bohdon said if it's not a combustible material, it does not meet the legal definition of a firearm.

Chief Paxton said they did strike whether or not it can fire, as noted in 337.3, but he couldn't recall why.

Chief Tetterton asked if that was "capable of firing" and whether that language was in the County ordinance.

Chief Knight recalled that it got struck in the context of the rope gun.

Ms. Bohdon said they could potentially extend the language to better mirror the definition.

Chief Tetterton read, "The firearm need not be operable or capable of firing."

Ms. Bohdon also mentioned that state code does not have an exemption for training.

Chief Dillon noted that concealed carry classes aren't always taught by police officers, and he didn't know if they bring firearms in when they do those classes.

Chief Tetterton said the officers do bring those in when they teach classes.

Chief Paxton asked Chief Dillon to revisit his previous comments regarding hunter safety, and he asked if it was usually the game warden.

Chief Cersley mentioned that his station does hunter safety courses and concealed carry classes.

Chief Dillon noted that concealed carry classes aren't always pertaining to police officers, and he did not know if they brought firearms in when teaching those classes.

Chief Cersley said the officers do, and those police officers teach the class.

Chief Alibertis said in that case, it would be okay.

Ms. Bohdon reiterated that she didn't see anything in the state code that ultimately underlies all of this that allows a training exemption like that. She said if they need to do a training like that with an officer—even if the officer teaches it and there's no hands-on component, or if there needs to be a hands-on component—that needs to be at a facility like the gun range or shooting range where they are allowed to handle firearms. She said it needed to be a non-County building, and the gun range is a joint facility.

Chief Tetterton asked if this was a first reading or an opportunity to provide more input.

Chief Alibertis responded that the first reading was the previous week, and they accepted the modifications. He said they can vote on it tonight. He said the original policy was voted on by the Executive Committee and then forwarded to the full FEMS Board; the FEMS Board made these edits as a result of consultation with legal counsel, and it does not go back to the EC unless there is agreement that it needs to be completely reworked.

Chief Tetterton said he recalled from the last EC meeting that Chief Puckett commented this needed some more work, and perhaps that happened behind the scenes.

Chief Puckett said one of the few follow-up items he had to clarify from their previous discussions was to determine who actually delivers courses such as hunter safety and whether they'd be under the exceptions or not.

Chief Alibertis said if there's not any more discussion, the request would be a motion to approve.

MOTION: Chief Dillon moved to approve Policy 337 - Firearms as presented. Chief Richardson seconded the motion, which passed 7-2, with Chief Tetterton and Chief Cersley dissenting.

B. Incident Reporting

Chief Puckett said he would provide an update on incident reporting, stating that EMS is largely the same, with all NIMS data, possibly in a slightly different location and a slightly different user interface. Chief Puckett stated that for the fire report, it is transitioning from NIFRS to NIRS; while the fields are different, he does not believe it will be a significant challenge. He stated that the fire short form has not been available for use in the past, and it will now be an option for EMS-only calls moving forward—so if an EMS call is run and the patient care report is completed, there will be an option for the fire short form that is one question. He said they then hit complete, and it will close it out. He confirmed that sign-out is not required, despite the “pending” status.

Chief Puckett stated that because personnel information does not transfer from the PCR to the NIRS form automatically, not using scheduling may cause an error if no personnel are listed on the report. He stated they are working on this issue and are trying to reinstate the CAD import, and it may be a short-term problem; they are trying to determine whether to reconnect the CAD import used during training.

Chief Puckett stated that Joe Plumb from IT communicated earlier today about updating password security in First Due, as more patient data will soon be present in the system, necessitating password requirements. He noted that the changes will take effect the next time the user changes their password, which will expire after 90 days, but he urged them to send out instructions on changing passwords proactively so they don't have 800 people with passwords expiring after 90 days and then scrambling to access the system.

Chief Puckett said some business processes had to change during the transition. Chief Puckett stated that there is a personally-owned vehicle response, and they will be able to maintain that since NIRS allows for a vehicle type called “personally owned vehicle.” He said they will create those units, and personnel who respond directly to the scene can have their vehicle added. He stated that station response is handled differently and is not considered a unit; if users look below the apparatus section, there is a grid to add people who came to the station, so they can receive credit for responding. He said it is all on one grid, so they can add the people and then bulk assign the station, which is somewhat different from before.

Chief Puckett reported that the next piece concerns managing chief responses. Chief Puckett stated that NIRS tracks the actual vehicle along with the dispatch ID, so there is a dispatch ID for each vehicle. He stated that currently when marking up, Chief 50 is in Car 50, so a decision must be made on how to handle this situation. He stated that the dispatch ID can always be tied to Car 50, but if Car 50 is frequently used by different people, that creates a challenge. Chief Puckett said they might want to track as Car 50 in that scenario. He stated there is a way to change the dispatch ID in First Due, similar to the process with reserve units. He said Medical 11-2 can run as Medical 11, but this is not done ad hoc; it is performed as the unit responds. He said if this process is followed for a week, it can be done, but not if cars are being swapped daily. Chief Puckett stated that a decision must be made on how to handle this, so ECC can be informed about how radio communications and response records should be managed.

Chief Tetterton asked if this is something they can do in the field in First Due, or if it has to be done at an administration level.

Chief Puckett clarified that it can be done in First Due in field. He said they are probably not doing it at the time of the response, but as long as it's a planned thing, they can do that in First Due. He said it probably grabs the info at the time of the report, so they will probably have to do it ahead of the call. He noted that most of the chief IDs aren't in First Due currently, so that will have to be added as well as vehicles.

Chief Alibertis commented that it should tie to the chief and not the car.

Chief Stephens said most of the time, he's marking up as the car, but sometimes he marks up using both, depending on the car type, so CAD will update.

Chief Puckett suggested using the chief ID and attach that to the car, and if someone else is going to be using it or the chief is out for a while, they can change the dispatch ID and update the car number to attach it to that vehicle.

Chief Cersley said if he's going to the building and marks up at the building, there is no need to track that—just when he is going to the scene. He noted that ECC would need to be trained on this too. He said most of his responders are in their cars if they are going to the scene.

Chief Puckett confirmed the markup protocol and agreed that ECC would need training.

Chief Tetterton said they have some mobile units that sometimes mark up as “Mobile 24” or “Captain 24,” and he asked if those move into First Due and attach a POV to that when they do their call reports.

Chief Puckett responded that they won’t go into First Due and are probably not even in CAD; they would just be attached to the POV. He stated that he would follow up with ECC to direct having people marking up to the building, then putting it in the notes but not actually tracking the person. He added that they will also mark up for on-scene arrivals.

Chief Tetterton expressed concern about inclusion in the CAD notes.

Chief Stephens agreed that he loses his CAD notes en route to a building.

Chief Dillon said it changes over from CAD to First Due, and the best approach is to mark up as “Car 50 responding with Chief 50,” for example. He noted that once you get on scene, you establish command and will no longer be Car 50 but will instead be whatever address you have.

Chief Puckett said they would still have the same problem en route to a building if they are not tracking that, and he felt indifferent about it unless they were trying to get assigned to the call in CAD.

Chief Dillon noted that “building” is more or less for other members who are listening out so they know what’s coming.

Chief Alibertis commented that it should also stop the clock if there are already sufficient resources.

Chief Stephens said they would re-tone unless told otherwise.

Chief Tetterton asked if First Due allowed you to put the same person on multiple units, as the current system does.

Chief Cersley said they would put him on a car going to a building then he’s on an engine, but he wondered if he can still hit “okay.”

Chief Tetterton said that’s how his station does it, and they use the iPad counter.

Chief Puckett said that double counts people, particularly if they are sending to NIFRS or NIRS.

Chief Puckett said the other option is saying “Car 30 with Chief 30,” just to indicate the chief is responding but they are not tracking it. He said that would mean Car 30 is

always attached to that vehicle and it never changes; you are only verbalizing that there's a chief en route.

Chief Tetterton expressed concern that this would cause ECC to start ignoring chief units altogether and just not put them in the CAD.

Chief Paxton explained that all CARS chief officers have their CAD log, and regardless of what vehicle they get in, they log in for that MBT with their chief officer login—not the general vehicle. He added that the only difference is that the radio states they're near.

Chief Tetterton said there's a lot of nuances, because you can log into CAD under your chief name, but then you can be Chief 20, or SD2, or E22. He emphasized that whatever you select as your primary EDL is going to be included.

Chief Puckett asked if there was consensus on how to start a go-live: Attach the chief to the cars, or just have the cars be where they are and verbalize the chief. He said they can change it later on, but they have to start somewhere.

Chief Alibertis said he's in favor of leaving the cars where they are.

The chiefs discussed the possibility of the system not separating vehicles and erroneously tying them to a EMS vehicle, for example.

Chief Alibertis responded that all WARS' vehicles get separated.

Chief Tetterton stated that you can unlink it through First Due so you wouldn't be tied to it anymore. He added that they are going to keep using Chief 20, Chief 21, etc.—so however it's tracked is however it's tracked.

Chief Alibertis commented that they would know within the first week.

Chief Knight suggested that they just leave it with Chief 20 responding and so forth, and if they want to have ECC fix it on the backend or whatever else in terms of the use cases, they can do that.

Chief Tetterton said they can fix it on the back end for reporting, and they have that ability in ImageTrend currently; they can just change or add units.

Chief Puckett clarified that you can pick a unit, but that's already been attached in the report to that vehicle and dispatch ID, which are already married up and wouldn't be disassociated just by changing it elsewhere.

Chief Paxton said First due has fairly wide functionality as to who you are adding or removing, and it will always populate with a list of who got dispatched—but you still have to manually go through and click which units are on the call.

Chief Puckett stated that they haven't really decided anything, so he is going to attach the chiefs to it, and they can revisit it later. He described the timeline: April 1 at 0800 for go-live; several things would happen in that timeframe—waiting for calls to clear and removing in ImageTrend the ability to create a new report. He noted that they would still have the ability to finish or edit reports, but the idea is to start a new one to ensure it's in the right system. He said by the end of April, they need everything in ImageTrend completed so they can start the data migration in May and June, with access to ImageTrend removed July 1.

Chief Puckett emphasized that he needed assistance to ensure they get through all that in a timely manner, acknowledging that it could be bumpy around the April 1 0800 time. He said the NIFRS reports auto-generate, so as long as a call has been dispatched, there's already a report there—but on the EMS side, you have to manually create those reports. He said they will need to open and create an EMS report for any call pending, or you will not be able to start it.

Chief Puckett said ACFR has issued a number of training videos that can be done in your own time, and there was an instructor-led training that was also sent out. He added that they would be sending out an updated video that included a few things not covered. He also stated that there would be a Teams link sent with a go-live date that invites questions and facilitates troubleshooting in real time; the three following days, they would hold office hours, and there would also be First Due's usual email. He reiterated that it would be bumpy at first, but they would get there.

Chief Tetterton stated that he thought he know what was going on in terms of entering training, but he heard there are changes coming and wondered if that was clear yet.

Chief Puckett responded that they did not have that information yet, but Chief Ascoli had a meeting with First Due and was continuing to refine that process. He said First Due is rolling changes out at the end of March to see how things go, which is why he has been advocating for delaying training on this. He also acknowledged that this will break every report and dashboard they have, but that will be addressed separately.

Chief Tetterton asked if there was any change in the way ECC sent out information—email, text message, First Due.

Chief Puckett replied that it all stays the same; on the response side of First Due, nothing should change. He said he thinks they've resolved most or all of the permission things, but there is still some work to be done on access.

Chief Cersley asked who the contact was on April 1 while they are getting things up and running.

Chief Puckett responded that it would be ACFR First Due email if it isn't urgent; if it is a pressing matter, they can call him and he will either resolve it or get them to the right person. He added that using the menu on the top left, they can scroll to the bottom and

click on monthly or daily, depending on when they want to sync things. He said if they are training people or entering incident reports, that's a safe place to work with the same permissions they have in live production. He added that they will only be able to see reports that you're involved on, so it's the exact same structure as in production. He confirmed that it's the same "sandbox" environment that will persist as they go live, as it could be a good use case for training.

Chief Tetterton asked if EMS reporting was new to First Due.

Chief Puckett responded that it had been out for a while but not as long as some other vendors.

VI. New Business

A. Policy 1000 – Member Affiliation

Chief Puckett reported that this policy came to FEMS in January, and the biggest component was the operational hours, which they have moved over into personnel only in terms of status. He said from his perspective, this effectively documents what they already do—requirements for background check, physicals, etc.—and the categories are the same as they are now in terms of operational and non-operational.

Chief Stephens said he was not opposed to it, but under 1005.2, it says "orientation training, including but not limited to..." and the only training they've given out has been the HIPAA training. He asked what was in place for training current members and when they are onboarding.

Chief Puckett explained that they envisioned a very similar process to what they did to training where they come on as a new member and assign that as a training to cover the basics, practice requirements, and self-completion. He acknowledged that it is not built yet, but this is their vision for how they are going to do it.

Chief Stephens noted that they would be in violation if they passed this.

Chief Puckett responded that this is very similar to how they handled HIPAA, and he doesn't think anyone would come after them for not completing a training that they haven't even assigned yet.

Chief Stephens agreed but said the policy implies a requirement for new members.

Chief Alibertis suggested adding "as assigned" to "complete orientation training."

Chief Puckett clarified that the language would state, "complete orientation training as assigned."

Chief Stephens and Chief Alibertis agreed that "for example" should be included to specify what the requirements are.

Chief Dillon said they do LODA training anyway, and he wondered if they would still have to check the box in the central system and put people through it.

Chief Puckett said since it's done virtually, they would just try to incorporate that into whatever link they are sending out.

Chief Tetterton asked if LODA is considered part of orientation training.

Chief Puckett responded that it is.

Chief Cersley asked for an explanation of non-operational numbers, as he has admin members who are non-operational and don't do any calls. He said under his OEMS license, he does not have to have them fingerprinted and wondered if they would be required under this policy. He added that his auxiliary members include mechanics and electricians who do a lot of work for the station and collect hours, but they do not charge the station.

Chief Puckett recalled a change at the Executive Committee to add that to all members.

Chief Cersley read a clause in the policy that says, "any agency member whose involvement is not included in the operations."

Chief Tetterton asked if his Board members would be considered non-operational.

Chief Puckett said he had no issue with striking it from non-operational and then leaving it up to each station and OEMS.

Chief Tetterton clarified that they currently don't require Board members to be in any systems, nor are they subject to specific protocols like this. He noted that they are Board members and then the "brigade," so this policy applied only to the brigade.

Chief Paxton asked if "non-operational" even needs to be considered, because if they aren't requiring specific training or things like background investigations, they could scrub that entire non-operational paragraph.

Chief Alibertis replied that they use those later on.

Chief Puckett said they are eligible for benefits, and they wouldn't want to strike them altogether.

Chief Alibertis agreed and said they are covered by insurance, so their existence should be reflected in a policy somewhere in the event of an incident that affects them.

Chief Cersley agreed.

Chief Paxton said 1000.5.1 should say “all operational members.”

Chief Tetterton said it sounds like they need a new 1000.5.3 that says non-operational members are exempt from this, this, and this. He said Number 1 seems to be redundant, because it says “if this applies to all members,” “you must be an active member,” so it wouldn’t apply to him unless he were a member.

Chief Alibertis suggested combining the two and making them all operational members.

Chief Paxton asked if the other stations have an age minimum such as 16 years for an auxiliary members.

Chief Tetterton responded they have disbanded theirs, but when they had an auxiliary, the average age was about 78.

Chief Alibertis commented that it typically comes to bear with junior members.

Chief Paxton suggested that 1000.5.1 become just all operational members, and 1000.5.2 just gets rolled in.

Chief Puckett asked if auxiliary members don't do any sort of background check.

Chief Cersley responded that they don't do fingerprints, but they do a background check on them. He clarified that they used to get state police to run them but would probably get ACFR to run them now. He noted that they do have members’ sons and daughters who will come to the station and help cook and so forth, and they are under 16.

Chief Alibertis said the only time they’ve that was young people assigned to do community service, but they are not members. He suggested that they look at this for another month.

Chief Puckett stated that his gut reaction is that the top three numbers in the policy stay, so they are still doing some form of background check on them; then they can move OEMS to operational members, and perhaps the FBI background check goes down to all operational members.

Chief Paxton responded that Ms. Davis runs the background check process, so either VSPS or FBI would qualify that.

Chief Knight if they could expand 1000.7 from “notify ACFR within seven days of a member leaving service” to “less than 30 days,” but also add a clarifier that addresses a member who is terminated for cause.

Chief Alibertis said it could be a member leaving in “bad standing.”

Chief Knight responded that he recalled them abandoning “standing” as a parameter some years ago.

Chief Dillon said they could use “termination” or “expulsion” terms, as sometimes a member leaves in “good standing” just to eliminate any tension.

Chief Alibertis noted that they do need a way to indicate when a member has left under problematic circumstances so they don’t just go to another station.

Chief Puckett said they can document their status when they leave, and “terminated” is an option.

Chief Alibertis said they should mirror that same terminology in the policy.

Chief Stephens expressed concern with the timeline from application to onboarding.

Chief Alibertis suggested that they just eliminate the word “application,” because unless they pass the background check and physical, they don’t need to be known in the system.

Chief Paxton noted that they had talked about this in EC and reached that same consensus.

Chief Alibertis said they should just use the term “new member.”

Chief Puckett agreed in theory but said he would really like to hit data points as to when someone starts onboarding and when they are done, as there is a lot of discussion around the timeline and obstacles—but they can’t set a goal and track it without those. He noted that they have had a “start date,” which is when they start the process, and a “secondary start date,” which is when they become operational.

Chief Tetterton said his station has been told by the County that they cannot even do any of those processes until they notify the County, but he liked Chief Alibertis’ explanation that they don’t get notified until they are voted in by the board.

Chief Alibertis said once they get voted in by the board, then they go through the process and new member orientation; after that, they get assigned to a crew, which is when they are functional. He noted that Ms. Davis knows about them because she gets a copy of all their physicals. He said he sends the physical form, and Ms. Davis gets a copy of that so she knows they are out there; she asks if they should be put into First Due, but he tells her “no, not until they go through the process.”

Chief Tetterton commented that he liked that process and it seemed more streamlined.

Chief Puckett noted that it could be related to the requirement of affiliating with an EMS agency, which would require that notification.

Chief Paxton pointed out that they can determine that for themselves if they have their own EMS license, which most agencies don't.

B. Miscellaneous

Chief Tetterton said he would like to request that the FEMS Board adopt a resolution that would promote transparency at the FEMS Executive Committee level, a resolution that would allow a seated FEMS Board member to speak at a FEMS EC meeting if requested. He added that if something needs to be clarified, or a record needs to be corrected, this would be beneficial but is currently not the way it works.

Chief Alibertis asked Chief Puckett is chair of the Executive Committee.

Chief Puckett responded that he is not.

Chief Tetterton said the EC serves at the pleasure of the FEMS Board, so the FEMS Board can make policy for the EC.

Chief Knight said he is not on the EC, so his redress would theoretically be to go to Chief Alibertis or Chief Dillon, for example, and express his concern and ask them to bring the issue up at the FEMS-EC level.

Chief Puckett clarified that on the Executive Committee level, there is no "Matters from the Public" item on the agenda, whereas there is for the FEMS Board—but they can change this in those bylaws if it isn't in there or has just been historical practice.

Chief Knight asked for confirmation that his statement about going to an EC member and asking them to bring it up is acceptable.

The FEMS Board confirmed that this was correct.

Chief Tetterton said his request is for someone who isn't part of FEMS and doesn't feel comfortable going to someone on the Executive Committee, that person can sit in a meeting and ask if they can speak.

Chief Alibertis responded that he wasn't sure how to introduce that as procedure.

Chief Puckett said he wanted to look at the bylaws.

Chief Paxton suggested running that through the County Attorney, as there are state laws that require posting of public items.

Chief Puckett said that he had verified from the County Attorney that matters from the public are not required but are allowed, and he is not opposed to having that.

Chief Alibertis suggested that they put this on the next EC meeting agenda.

Chief Cersley said he has a member who couldn't pass the physical because of his breathing, but he only wants to do EMS and drive—and he has no intention of doing suppression. He asked if there was any movement on this or if it was a dead issue.

Chief Puckett responded that they only have one physical currently, and the ECSI study addressed possible different iterations.

Chief Alibertis said the physicals they get back can be “fit,” “fit with respirator,” or “not fit.”

Chief Cersley said this particular person is “fit with respirator” but is not allowed to do anything per ACFR.

Chief Puckett said his understanding was that this member was not fit.

Chief Cersley said he went back to his doctor and redid the process, but Chief Childress said he was not allowed to do anything. He suggested having him re-send his information, as he wants to take the EMT class that Crozet is hosting in the fall and has signed up for that as well as some other trainings through CARS.

Chief Paxton asked if he could pass the N95 test, which is required for EMS.

Chief Cersley responded that he could find that out.

Chief Cersley also said there were a few stations that put calls in immediately and others that do it within a few days, and on a recent call, notes came out for the response, but a captain from 171 deleted 76 and then put his name (Chief Cersley) on the call, then sent the report in. He said he was not on that call, and they needed to address what the proper timeframe is.

Chief Puckett said they are currently addressing this with the incident reporting policy, and they need to decide on that timeframe.

Adjournment

At 1959 hrs., the FEMS Board adjourned its meeting.



FIRE RESCUE

ALBEMARLE COUNTY

460 Stagecoach Road, Suite F Charlottesville, VA 22902-6489
Voice: 434-296-5833 FAX: 434-972-4123

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ALBEMARLE COUNTY FIRE AND EMERGENCY MEDICAL SERVICES BOARD ATTENDANCE LOG

Date: Wednesday, March 25, 2026

VOTING MEMBERS (OR DESIGNATES)

Chief David Puckett (Albemarle County):

Chief Dan Paxton (CARS):

Chief Gary Dillon (Crozet):

George Stephens
G. Dillon

Chief Todd Richardson (Earlsville):

Chief Jason Tetterton (East Rivanna):

Battalion Chief John Shifflett (North Garden):

George Stephens

Chief Timothy Cersley (Scottsville Fire):

Chief Greg McFadyen (Seminole Trail):

Rob Knight

Chief Dustin Lang (Stony Point):

Chief Kostas Alibertis (Western Albemarle):



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ALBEMARLE COUNTY FIRE RESCUE EMERGENCY AND MEDICAL SERVICES BOARD ACTION RECORD

AGENDA TITLE/ISSUE:	AGENDA DATE:
Consent Agenda	Wednesday, March 25, 2026
MOTION:	MOTION MADE BY: SECONDED BY:
To approve Consent Agenda	Chief Gary Dillon Chief George Stephens
SUBSEQUENT MOTIONS/AMENDMENTS:	

CALL OF THE QUESTION:	Yes	No	Abstain
Chief David Puckett (Albemarle County)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Dan Paxton (CARS)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Gary Dillon (Crozet)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Todd Richardson (Earlysville)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Jason Tetterton (East Rivanna)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Battalion Chief George Stephens (North Garden)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Timothy Cersley (Scottsville Fire)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Rob Knight (Seminole Trail)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Dustin Lang (Stony Point)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Kostas Alibertis (Western Albemarle)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I hereby attest that the foregoing is true and complete to the best of my knowledge.

Jennifer Yerby

03/25/2026

Clerk

Date



- Building the Model Volunteer-Career Fire & EMS System -



FIRE RESCUE

ALBEMARLE COUNTY

460 Stagecoach Road, Suite F Charlottesville, VA 22902-6489
 Voice: 434-296-5833 FAX: 434-972-4123

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ALBEMARLE COUNTY FIRE RESCUE EMERGENCY AND MEDICAL SERVICES BOARD ACTION RECORD

AGENDA TITLE/ISSUE:	AGENDA DATE:	
Policy 337 - Firearms	Wednesday, March 25, 2026	
MOTION:	MOTION MADE BY:	SECONDED BY:
To approve Firearms Policy 337	Chief Gary Dillon	Chief Todd Richardson
SUBSEQUENT MOTIONS/AMENDMENTS:		

CALL OF THE QUESTION:	Yes	No	Abstain
Chief David Puckett (Albemarle County)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Dan Paxton (CARS)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Gary Dillon (Crozet)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Todd Richardson (Earlysville)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Jason Tetterton (East Rivanna)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Battalion Chief George Stephens (North Garden)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Timothy Cersley (Scottsville Fire)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chief Rob Knight (Seminole Trail)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Dustin Lang (Stony Point)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Kostas Alibertis (Western Albemarle)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I hereby attest that the foregoing is true and complete to the best of my knowledge.

Jennifer Yerby

03/25/2026

Clerk

Date



- Building the Model Volunteer-Career Fire & EMS System -

ALBEMARLE COUNTY FIRE/EMS BOARD
FEMS BOARD EXECUTIVE COMMITTEE
MONDAY, APRIL 6, 2026 – 1630 HOURS

A meeting of the Albemarle County Fire/EMS Board Executive Committee was held on Monday, April 6, 2026, at 1630 hours.

The following members were in attendance:

David Puckett, Albemarle County Fire Rescue
 Dan Paxton, Charlottesville/Albemarle Rescue Squad
 Greg McFadyen, Seminole Trail Volunteer Fire Department
 Kostas Alibertis, Western Albemarle Rescue Squad

Others in attendance:

Jason Tetterton, East Rivanna Fire Company
 James (Chip) Walker, Albemarle County Fire Rescue
 Christina Davis, Albemarle County Fire Rescue

I. Call to Order

Chief Puckett called the meeting to order at 1625 hrs. and noted that there was a quorum present.

A. From the Board: Matters Not Listed on the Agenda

There were no items added to the agenda.

II. Approval of Consent Agenda

A. March 2, 2026 Minutes

MOTION: Chief McFadyen motioned, seconded by Chief Alibertis, to approve the Consent Agenda as presented. The motion passed unanimously (4-0).

III. Unfinished Business

A. Policy 1000 – Membership Affiliation

Chief Puckett stated that this policy is not for action tonight because it's already gone to FEMS, but he wanted to share what edits he had made to the policy based on input from the FEMS Board at their last meeting. He noted that he changed all members and operational members to 1005.1 and 1005.2 and rearranged that, but it is fairly close to what it was before. He said all members have to be affiliated within ACFR or a volunteer agency 16 years, and have a Virginia State Police background check; operational members get fingerprints for the Office of EMS, etc. He said the only other change he made is "shall notify ACFR within 30 days of leaving/absence unless a member is terminated for calls, in which case immediate notification can be made."

Chief Alibertis said he had one that he just picked up on for 1000.4, number 3, last sentence: “including the operation of vehicles under emergent conditions.” He suggested just saying “including the operation of vehicles,” as a ride-along should not be driving a vehicle.

Chief Puckett agreed and asked if there was general consensus.

Chief McFadyen and Chief Paxton agreed.

Chief Paxton asked if this would encompass auxiliaries.

Chief Puckett responded that it would depend on whether auxiliary is its own standalone category, and it would vary depending on agency.

Chief Paxton said the only question he had was regarding the age, as most auxiliaries are age agnostic.

Chief Alibertis said the only other thing he would add is that auxiliary members should not be allowed [inaudible] EMS.

Chief Paxton said that OEMS says to be an AIC, they have to be validated by your OMD on your OMD letter.

Chief McFadyen said the sentence, “At no time shall a prospective member of the OEMS be allowed to participate in activities” is all-encompassing: They can’t be an AIC, they can’t be firefighting, they can’t do anything.

Chief Puckett said they could allow ride-alongs under direct supervision with the AIC’s discretion.

Chief Alibertis said that clarified things for him.

Chief Puckett stated Chief Paxton asked for clarification of the seven-day notification of acceptance of a new member, and whether that is going to be based on what the organization says is their official acceptance—whether it’s a full membership vote or a board vote, etc.

Chief Puckett responded that it’s whenever an agency takes action on that member, whether that’s a brigade vote or a board vote or whatever that is; then there is a future date where they would be fully on board and actually functioning.

Chief Alibertis said for the sake of data, they should have two dates: a hire date and a start date.

Chief Puckett said the personnel data policy reflects “start date” and “secondary start date” fields in First Due. He said the start date would be basically when the member

was accepted, and the secondary start date would be when the onboarding process was finalized. He noted that this would capture the delta of how long it took to onboard.

B. Policy 1001 – Personnel Data

Chief Puckett reported that the only change to this policy was to the hours, with less than 25 hours per year considered reserve; 25–99 hours is active reserve; and 100 or more hours would be active. He said it would be half the full amount for volunteer reimbursement, so a relatively low bar in that regard; and less than 25 hours for reserve seems consistent with what the stations have described regarding people in specialty kind of functions—they come in, do a few trainings, and run a few calls or have a very task-specific role. He said this policy alone holds them harmless and doesn't change anything. He added that for consistency, if 30 days for all 40 was necessary, they may want to change the 7 days under position classification and status changes.

Chief Paxton asked if they changed military orders or activation as a LOA that will exceed that year.

Chief McFadyen responded that they have discussed this before.

Chief Alibertis noted that this is federal law and they have no choice.

Chief Puckett said with military leave, they hold a spot and don't get rid of it, but it doesn't mean they have to keep credentials.

Chief Paxton said his only question related to system access and gear return, and it's a special category in the CARS bylaws.

Chief Puckett noted that they could turn in their gear and have it reissued when they get back from deployment or assignment.

Ms. Davis said with the County IT system, they have to shut off network access if they are out of the country or gone for a year, etc., and she wondered if they would do the same thing with First Due.

Chief Puckett responded that he would think so, or at least limit it to operational. He said once they are switched to "inactive," that changes their status.

Chief McFadyen said AUP also requires an annual report in January, which was alluded to in 1001.7.2, and there are two competing policies now asking for the exact same report. He said if AUP needs to be updated because they want to provide it here, it doesn't make sense to do it a second time here.

Chief Puckett stated that they have discussed this before, and perhaps the AUP process needs to be changed.

Chief McFadyen said 1001.8 means they would be submitting it three times, in addition to the master one in January.

Chief Puckett said in January and July, they do volunteer reimbursement information.

Ms. Davis clarified that the personal property/car tax is done in December.

Chief Alibertis said August is fuel reimbursement.

Chief Paxton noted that AUP is issued to them in October and returned around December 15, along with the budget.

Chief Puckett stated that they can align some of these things, whether it be personnel or volunteer reimbursement, with some of the other things in the budget. He said the quarterly membership list will need to be sorted through and flagged, but it will get smoother over time. He said he would also like to know their desired state, because some of these parameters have inherent flexibility.

Chief Puckett said that January and July would be volunteer reimbursement and membership; April is just membership verification; and October and December are everything. He noted that they've already touched base with Finance and Budget, so once this process is finalized, they need to take some time, go through the process, and evaluate whether it is meeting people's needs.

Chief McFadyen said he would gladly be part of that committee.

Chief Alibertis stated that it would be good for them to tell fire rescue what they are looking for, as it hasn't been revisited in quite a while.

Chief Alibertis asked about the termination language, as it was in the Membership Policy but is not in this one.

Chief Puckett responded that position and status aren't necessarily relevant to this one.

Chief Alibertis pointed out that they are talking about PHI, so it wouldn't hurt to duplicate that language here.

Chief Puckett agreed.

Chief McFadyen clarified that they are basically matching 1001.7 to 1000.7.

Chief Paxton said that only leaves "coordinating removal of access to information systems" to address terminations.

Chief McFadyen commented that he would like to go through at some point and better understand how they are handling ranks and establishing Technician I vs. Technician II and so forth.

Chief Puckett asked if they had an “inactive” status at all.

The other chiefs responded that they did not.

Chief Paxton noted that inactive was used for member LOA greater than a year.

Chief McFadyen said it would be helpful to have fields noted as to whether or not they are editable, and as long as everybody understands the use of terms such as Technician I and Technician II, it would be effective. He said Seminole is aligning with Firefighter, Senior Firefighter, and so forth, but a few issues have arisen regarding what those statuses provide for.

Chief Alibertis also mentioned that they typically put in ages 16–18 for junior members, as 16 is the minimum. He asked for clarification around “First Response Paramedic.”

Chief Puckett explained that an example would be having paramedics that don’t ride with a transport agency, and there are different release processes sometimes.

Chief Paxton asked if they could say BLS crew and run with AIC.

Chief McFadyen said it’s definitely being treated that way.

Chief Alibertis stated that this really gets down to agency level. He said it may be good to still recognize a first response group, as they once did with EMR.

Chief Paxton suggested that they make the entire category their EMS release credential, whatever they’re released as; if someone has them on a release letter, the state of Virginia says they can act as an AIC—if they’ve been placed on a letter by an OMB with a licensed agency. He asked if they were still using RSI.

Chief Puckett said he could get on board with that approach. He also confirmed that they still use RSI.

Chief Alibertis noted that it can get too confusing with advanced life support, especially when ECC is dispatching for it.

MOTION: Chief McFadyen motioned, seconded by Chief Alibertis, to move Policy 1001–Personnel Data forward to the FEMS Board as amended. The motion passed unanimously (4-0).

IV. New Business

There was none.

V. Next Meeting

A. Monday, May 4, 2026

Adjournment

The FEMS Board Executive Committee adjourned their meeting at 1700 hours.



FIRE RESCUE

ALBEMARLE COUNTY

460 Stagecoach Road, Suite F Charlottesville, VA 22902-6489
Voice: 434-296-5833 FAX: 434-972-4123

www.ACFireRescue.org

ALBEMARLE COUNTY FIRE AND EMERGENCY MEDICAL SERVICES BOARD EXECUTIVE COMMITTEE

ATTENDANCE LOG

Date: April 6, 2026

VOTING MEMBERS (OR DESIGNATES)

Chief Dan Paxton (CARS):

[Handwritten signature]

Chief Gary Dillon (Crozet):

Chief Greg McFadyen (Seminole Trail):

[Handwritten signature]

Chief Kostas Alibertis (WARS):

[Handwritten signature]

Chief David Puckett (Albemarle County):

[Handwritten signature]

GUESTS & OTHERS

Guest/Other

Organization/Agency/Affiliation

Christina Davis

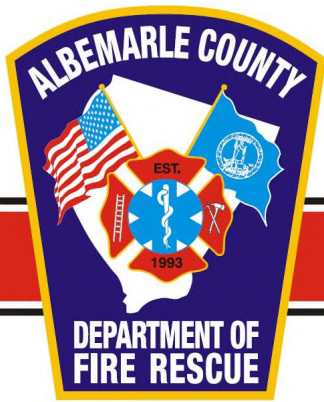
ACFR

Chip Walker

ACFR

Jason Tetterton

ERUFC



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ALBEMARLE COUNTY FIRE AND EMERGENCY MEDICAL SERVICES BOARD EXECUTIVE COMMITTEE ACTION RECORD

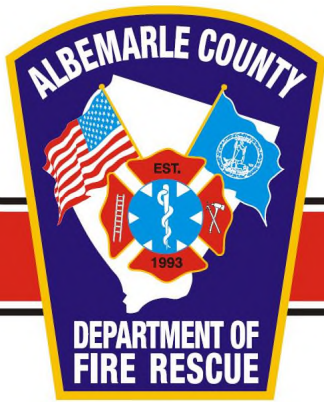
AGENDA TITLE/ISSUE:	AGENDA DATE:
Consent Agenda	April 6, 2026
MOTION:	MOTION MADE BY: SECONDED BY:
Motion to accept agenda	Chief Greg McFadyen Chief Kostas Alibertis
SUBSEQUENT MOTIONS/AMENDMENTS:	
1.	

CALL OF THE QUESTION:	Yes	No	Abstain
Chief David Puckett (ACFR)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Dan Paxton (CARS)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Gary Dillon (Crozet)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Greg McFadyen (Seminole Trail)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Kostas Alibertis (Western Albemarle)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I hereby attest that the foregoing is true and complete to the best of my knowledge.

 Christina M. Davis
 Clerk

 April 6, 2026
 Date



FIRE RESCUE

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ALBEMARLE COUNTY FIRE AND EMERGENCY MEDICAL SERVICES BOARD EXECUTIVE COMMITTEE ACTION RECORD

AGENDA TITLE/ISSUE:	AGENDA DATE:
Policy 1001 – Personnel Data	April 6, 2026
MOTION:	MOTION MADE BY: SECONDED BY:
Motion to move to FEMS Board with amendments as discussed	Chief Greg McFadyen Chief Kostas Alibertis
SUBSEQUENT MOTIONS/AMENDMENTS:	
1.	

CALL OF THE QUESTION:	Yes	No	Abstain
Chief David Puckett (ACFR)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Dan Paxton (CARS)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Gary Dillon (Crozet)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Greg McFadyen (Seminole Trail)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chief Kostas Alibertis (Western Albemarle)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I hereby attest that the foregoing is true and complete to the best of my knowledge.

 Christina M. Davis
 Clerk

 April 6, 2026
 Date

Training Officers meeting minutes

April 1st, 2026, at 1830

Attendees: Matt Ascoli, Cati Gantt, Ryan Thomas, Rob Knight, James Fitz-Gerald, Lucian Mirra

Current registrations for the Spring 2026 Semester:

Class	Start Date	# registered/waitlisted	Date registration closes.
Firefighter I	1/5/26	Final # registered: 15	12/15/25
Fire Officer I	1/10/26	Final # registered: 6	12/19/26
EMT	1/13/26	Final # registered: 11	12/23/25
Hazmat Operations	1/30/26	Final # registered: 20	1/9/26
EVOC	2/10/26	Final # registered: 11	1/20/26
Firefighter II	2/24/26	Final # registered: 22	2/3/26
BPO	4/11/26	Final # registered: 16	3/20/26
Rural Water Supply	4/18/26	17 (Reg. still open in Cornerstone)	3/27/26
EVOC	4/28/26	9/6	4/7/26
TECC	5/16/26	11/5	4/24/26
EVOC-Upgrade only	5/23/26	7/14	5/1/26
Hazmat Operations	6/5/26	5/6	5/15/26

- Registration for the Fall Semester opened 4/2/2026

- First Due – Fire Incident reporting and EPCR reporting
 - Thanks to everyone who attended the virtual sessions. We hope they were informative. Thank you to everyone who has provided feedback during these sessions.
 - All videos will remain on the private playlist
 - We will reevaluate if additional videos will be made as the rollout continues.
 - We are working on export issue.
- First Due training module
 - We continue to work with FD to update the training module.
 - We have been informed that the whole training module is being revamped.
 - We have been in several meetings with them and have seen some of the new features.
 - Log training is much easier to use and looks completely different. We are told mid-April for this role out.
- Burn building update
 - All major work is completed.
 - We are still working with the new vendor on punch list items for the TMS
- Regional School
 - We had approximately 134 students in eight classes
 - Two classes were canceled due to low enrollment, Wildland FF and Chief 101
 - Chief 101 will be rebranded to provide a better description to advertise in the future.
 - Elevator rescue had a waitlist of 42 people. All other classes were well attended.
 - Chief Farmer said that we would like to look into offering this as a funded class for the county and city sometime later this year since there was such a high demand for the class.
 - It was asked that we provide EMS options to our next Regional school.
- Airport Drill
 - April 18th
 - Thanks to everyone who responded to my request to participate. Final information will be coming out in the next few weeks.
- Live fire training structure policy review
 - 617.1 updated language – live fire training structures
 - 617.2 updated language – standard scope
 - 617.3 – Add definitions – Live fire training structure, containerized fire training structure, IDLH
 - 617.4 – updated language – added mobile fire training facility
 - 617.8 – updated language for burn proctor
 - 617.13 – added section “Moving the Mobile Training Facility”
 - The intent on creating this policy is to protect our investment.

- If you have any edits, please feel free to send them over to Matt.
- Station items
 - Additional EMT classes were brought up. We do not plan on holding a summer EMT class but will have one in the fall which is listed in Active Network.
 - Station 8 intends on holding a FFI this October.

Member Affiliation

1000.1 PURPOSE

The purpose of this policy is to establish the minimum eligibility and onboarding requirements for affiliation with the Albemarle County Fire Rescue System.

1000.2 SCOPE

This policy applies to all members of the Albemarle County Coordinated Fire and Rescue System as defined in Albemarle County Code Chapter 6, Article I, Division 2, Section 6-102.

1000.3 POLICY

It is the policy of the Albemarle County Fire Rescue System to ensure that all prospective members meet the onboarding requirements before being affiliated. Affiliation is required to receive equipment, access to information systems, participate in hazardous training programs, or be entitled to incentives associated with membership.

Nothing in this policy prevents an agency from imposing additional requirements.

1000.4 MEMBER POSITION

The following member positions are recognized by the System.

1. Operational - A member participating in any fire, rescue, or EMS service delivery activities that may occur in a potentially hazardous environment, including fire suppression, patient care, operation of emergency vehicles, hazardous material response, victim extrication, traffic operations, training, etc.
2. Non-operational- A member who serves in an administrative or support role only. They may perform duties in and around the station, including record-keeping, cleaning, and maintenance. They may also, on occasion, support on-scene operations by delivering or picking up supplies, including food, water, and portable equipment. At no time shall a support member be allowed to participate in activities, including training activities, that occur in a hazardous environment or are considered high-risk, including the operation of vehicles under emergent conditions.
3. Prospective Member - A member of the public, inclusive of applicants, who has not completed the onboarding requirements as outlined in this policy. They may conduct ride-alongs under direct supervision at the agencies' discretion after a signed assumption of risk has been placed on file. At no time shall a prospective member be allowed to participate in activities, including training, that occur in a hazardous environment or are considered high-risk, including the operation of vehicles.

1000.5 ONBOARDING REQUIREMENTS

The following requirements shall be met prior to being affiliated with the Albemarle County Fire Rescue System.

Member Affiliation

1000.5.1 ALL MEMBERS

All members, regardless of their classification, shall meet the following requirements:

1. Be an active member with ACFR or a volunteer agency within Albemarle County.
2. Be 16 years of age or older. Members under 18 years of age shall have a parent or legal guardian's consent on file.
3. Pass a Virginia State Police background check.

1000.5.2 OPERATIONAL MEMBERS

Operational members shall meet the following additional requirements:

1. Affiliate with the VA Office of EMS (OEMS) if a member of an EMS agency.
2. Pass an FBI background check if affiliated with an EMS agency.
3. Pass a medical clearance exam consistent with NFPA 1582 or County-approved equivalent.
4. Not be included on the Office of Inspector General's (OIG) list of excluded individuals and entities (LEIE).
5. Complete orientation training as assigned. i.e. HIPAA, workplace hazards, cybersecurity, and LODA, etc.

1000.6 ONBOARDING PROCESS

Agencies shall notify ACFR within 7 days of accepting a new member. ACFR will assist the agency with coordinating the onboarding requirements as needed. If a prospective member fails to complete the onboarding requirements within 90 days, they may be removed from the onboarding process and must reapply.

The agency chief, in coordination with ACFR, may extend the onboarding time limit for extenuating circumstances.

1000.7 OFFBOARDING PROCESS

Agencies shall notify ACFR within 30 days of a member leaving service, unless a member was terminated for cause, in which case immediate notification shall be made to ACFR. ACFR will assist the agency with coordinating the removal of access to information systems and the return of any issued equipment.

1000.8 ISSUE AND REVIEW

ISSUE	EFFECTIVE	REVIEW	REVIEWER

Personnel Data

1001.1 PURPOSE

The purpose of this policy is to ensure accurate and timely data about the personnel affiliated with the Albemarle County Fire Rescue System, inclusive of their agency affiliation and credentials.

1001.2 SCOPE

This policy applies to all members of the Albemarle County Coordinated Fire and Rescue System as defined in Albemarle County Code Chapter 6, Article I, Division 2, Section 6-102.

1001.3 POLICY

It is the policy of the Albemarle County Fire Rescue System that all members affiliated with the System shall maintain accurate personnel information in the System's designated records management system.

Terminology included in this policy, such as member status, may differ from individual agency bylaws and only applies to a member's status with the System.

1001.4 REQUIRED DATA ELEMENTS

All members shall have the minimum data elements listed below recorded in the System's records management system.

1. First Name
2. Last Name
3. Suffix
4. Preferred Name (if different than first name)
5. Date of Birth
6. Email address
7. Phone Number
8. Address (no PO boxes)
9. Emergency Contact
10. Driver's license number and state (if operating county-supported vehicles)
11. Rank
12. Position Classification
13. Primary Agency Affiliation
14. Secondary Agency Affiliation(s) (if applicable)
15. Start Date (Date member is accepted by the agency)
16. Secondary Start Date (Date the member completed their onboarding requirements)

Personnel Data

17. End Date
18. Status

Operational members shall have the following additional data elements recorded in the System's records management system:

1. Certifications
2. Credentials
3. OEMS Licensure and ID Number

A description of each data element can be found here:

[See attachment: Personnel Data Reference Guide.pdf](#)

1001.5 PERSONNEL IDENTIFICATION NUMBER

All members shall be issued a unique identification number when they affiliate with the System. Volunteer agencies may assign alternate identification numbers, but the System ID will be required for all System related functions, including but not limited to training, equipment issuance, reimbursements, and tax credits.

1001.6 PRIMARY AGENCY AFFILIATION

Members who affiliate with multiple agencies will be required to select a primary agency for record-keeping purposes. A single member shall not have more than one distinct record in the records management system.

1001.7 MEMBER POSITION AND STATUS

A member's position classification and status are critical to ensuring the appropriate level of access to protected health information (PHI). If a member's position classification or status changes, the agency shall notify ACFR within 7 days, unless a member was terminated for cause, in which case immediate notification shall be made to ACFR. ACFR will assist the agency with coordinating the removal of access to information systems

1001.7.1 POSITION

The following member positions are recognized by the System.

- (a) Operational - A member participating in any fire, rescue, or EMS service delivery activities that may occur in a potentially hazardous environment, including fire suppression, patient care, operation of emergency vehicles, hazardous material response, victim extrication, traffic operations, training, etc.
- (b) Non-operational- A member who serves in an administrative or support role only. They may perform duties in and around the station, including record-keeping, cleaning, and maintenance. They may also, on occasion, support on-scene operations by delivering or picking up supplies, including food, water, and portable equipment. At no time shall a support member be allowed to participate in activities, including training activities, that

Personnel Data

occur in a hazardous environment or are considered high-risk, including the operation of vehicles under emergent conditions.

- (c) Prospective Member - A member of the public, inclusive of applicants, who has not completed the onboarding requirements as outlined in this policy. They may conduct ride-alongs under direct supervision at the agencies' discretion after a signed assumption of risk has been placed on file. At no time shall a prospective member be allowed to participate in activities, including training, that occur in a hazardous environment or are considered high-risk, including the operation of vehicles.

1001.7.2 STATUS

A member's status with the Albemarle County Fire Rescue System will be determined by their level of activity and may impact a member's access to information systems, receipt of System-issued equipment, and eligibility for incentive programs.

- (a) The level of activity is determined by the number of hours documented in the System's designated records management system.
- (b) Credit is awarded for the following types of activities on an hour-for-hour basis:
 - (a) Emergency response (incident response or station staffing)
 - (b) Job-specific training
 - (c) Administrative or station support functions as approved by the agency chief

Status	Annual Activity
Active	100 hours or more
Active Reserve	25 - 99 hours
Reserve	<25 hours

In January, each agency will be provided an annual membership activity report for the prior year, as documented in the System's records management system, and each member's status will be updated accordingly.

1001.7.3 LEAVE OF ABSENCE

Agencies shall notify ACFR whenever a member is on a leave of absence that is anticipated to exceed one year in length. The member's status will be updated to inactive and they may lose access to information systems and /or be required to return issued equipment.

1001.8 DATA VALIDATION

ACFR shall provide each agency with a quarterly active membership report. The agency chief, or their designee, shall review the report and notify ACFR of any changes within 14 days of receipt.

1001.9 DATA PRIVACY

Access to personnel records is limited to authorized staff with a legitimate business need, and information will only be used for employment, operational, and administrative purposes. Personnel

Personnel Data

data will not be shared outside the System except as required by law or with the member's consent. All reasonable measures will be taken to safeguard this information against unauthorized access, disclosure, or misuse.

1001.10 ISSUE AND REVIEW

ISSUE	EFFECTIVE	REVIEW	REVIEWER

Attachments

Personnel Data Reference Guide.pdf

Personnel Data Reference Guide

Demographic Information – Basic member demographic information.

Field	Description
First Name	Member's legal first name.
Last Name	Member's legal last name.
Name Suffix	Name suffix such as Jr, Sr, II, III, etc.
Preferred Name	Preferred name if different than the member's legal first name.
Date of Birth	Member's date of birth.
Email Address	Email address where the member can receive notifications.
Phone Number	Phone number where the member can receive notifications.
Address	The physical address where the member resides.
Emergency Contact	Name and contact information of the person who the agency should contact in case the member is injured.
Driver's License Number	Driver's license number, if licensed. (Required if operating a county-insured vehicle)
Driver's License State	The state that issued the license.

Agency Affiliation – Information about which agencies the member is affiliated along with their start and end dates.

Field	Description
Primary Agency Affiliation	The agency that the member considers their primary affiliation. Typically, their first affiliation. (Listed as a qualifier. e.g. Station X – All)
Secondary Agency Affiliation(s)	Additional agencies with which the member is affiliated. All other information in the member's personnel record is based on their primary affiliation. (Listed as a qualifier. e.g. Station X – All)
Agency Personnel ID	The County issued personnel identification number. Once issued, this ID will remain with the member even if they change station affiliations.
Start Date	The date the member was accepted by their primary agency.
Secondary Start Date	The date the member completed the onboarding process with the System.
End Date	The date the member left the system.

Position – The type of position or classification of the member.

Position	Description
Non-Operational	A member who serves in an administrative or support role only. Duties may include station maintenance, cleaning, record keeping, fundraising, etc. They may also support on-scene operations by delivering or picking up food, supplies, or equipment.
Operational	A member participating in any fire, rescue, or EMS service delivery activities that may occur in a potentially hazardous environment.

Employment Status – The member’s employment status. Only the following statuses should be used.

Employment Status	Description
Career	Members employed by Albemarle County Fire Rescue as a full-time employee, PT FF/EMT, or PT Inspector. (Excludes volunteers that are also PT instructors for ACFR)
Volunteer	Volunteers of the Albemarle County Coordinated Fire Rescue System.
Call Member	Members who are intermittently affiliated with the county. Examples include members who are only affiliated as an OMD or IMT member. Volunteer agencies should consult with the county before using this status to ensure it won’t negatively impact reporting.

Status – A member’s current status. The highest option that applies should be selected. Only the following statuses should be used.

Status	Description
Active	A member who completes a minimum of 100 hours of activity annually.
Active Reserve	A member who completes between 50 and 99 hours of activity annually.
Reserve	A member who completes between 25 and 49 hours of activity annually.
Inactive	A member who is on an approved leave of absence exceeding or expected to exceed a year in length.
Applicant	A member who has been accepted by an agency but has not completed the onboarding process.
Life Member	A volunteer member who is no longer active but is still affiliated with the agency in an honorary manner. Members of this status will not have access to System equipment, information systems, etc.
Retired	A career member who retired from the County. Members of this status will not have access to System equipment, information systems, etc.
Resigned	A member who left the agency in good standing. Members of this status will not have access to System equipment, information systems, etc.
Terminated	A member who was removed for cause. This includes forced resignations and members who were removed for inactivity. Members of this status will not have access to System equipment, information systems, etc.

Rank – A member’s rank in the agency.

Rank	Abbreviation	Description
Chief	CHF	Head of the agency.
Deputy Chief	DC	Senior chief-level officer who is responsible for the agency in the chief’s absence.
Assistant Chief	AC	Senior chief-level officer who is responsible for a major division or program within the agency.

Rank	Abbreviation	Description
Battalion Chief	BC	A chief-level officer responsible for multiple crews/stations.
Captain II	CPT2	A company officer who is qualified to fill in as a battalion chief/duty officer.
Captain	CPT	A company officer who supervises a dedicated crew/station.
Lieutenant	LT	Junior company officer who manages a dedicated unit/crew.
Technician II	TECH2	Senior members who are qualified to fill in as company officers/supervisors.
Technician I	TECH1	Senior members who are qualified to mentor and/or train new members.
Driver	DRV	Operational members who are limited to operating vehicles.
Firefighter/EMS Provider	FF/EMS	Members who are qualified to operate independently on scene.
Recruit/Rookie	REC	Members who are not qualified to operate independently on scene.
Junior Member	JR	Members who are between 16 and 18 years old.
Civilian	CVL	Non-operational members, including administrative and support personnel.

Certifications (*Required for Operational Members Only*) – A certification is formal documentation of a member's initial training. They are typically issued by a national or state certifying body and attest that the training met the required job performance requirements. The following core certifications should be sent to the System for their records. Other certifications can be submitted as desired. Certifications should be submitted using the [intake form](#) and will then be added to the System's record management system.

Category	Description
EMS	EMT-B, EMT-A, EMT-I, EMT-P
Fire	Firefighter 1, Firefighter 2
Hazardous Materials	HM Ops
Vehicle Operator	EVOC 1, EVOC 2, EVOC 3, DPO, BPO, RWS, DAO

Groups (*Required for Operational Members Only*) – Groups are used to reflect the credentials or qualifications of a member. Only include those that the member has been certified and released to perform. Only the highest credential in each category needs to be listed, except for the specialty category.

Group	Abbreviation	Description
Officer Credential		
Chief	CHF	Head of the agency.
Deputy Chief	DC	Senior chief-level officer who is responsible for the agency in the chief's absence.
Assistant Chief	AC	Senior chief-level officer who is responsible for a major division or program within the agency.

Group	Abbreviation	Description
Battalion Chief	BC	A chief-level officer responsible for multiple crews/stations.
Captain II	CPT2	A company officer who is qualified to fill in as a battalion chief/duty officer.
Captain	CPT	A company officer who supervises a dedicated crew/station.
Lieutenant	LT	Junior company officer who manages a dedicated unit/crew.
Technician II	TECH2	Senior members who are qualified to fill in as company officers/supervisors.
Technician I	TECH1	Senior members who are qualified to mentor and/or train new members.
Fire Suppression Credential		
Firefighter	FF	Qualified to function as an interior firefighter in an IDLH environment.
Rookie Firefighter	RFF	Qualified to function as an interior firefighter in an IDLH environment only when under the direct supervision of an officer.
EMS Credential		
EMT-Paramedic	EMT-P	Qualified to function as an AIC on an ambulance at the EMT-Paramedic level.
EMT-Intermediate	EMT-I	Qualified to function as an AIC on an ambulance at the EMT-Intermediate level.
EMT-Advanced	EMT-A	Qualified to function as an AIC on an ambulance at the EMT-Advanced level.
EMT-Basic	EMT-B	Qualified to function as an AIC on an ambulance at the EMT-Basic level.
Emergency Medical Responder	EMR	Qualified to function as a First Responder at the EMR level.
First Response	FR	Qualified to function as a First Responder at their certification level, but not as an AIC on an ambulance.
CPR	CPR	First Responder who is certified in CPR only.
Vehicle Operator Credential		
Driver Aerial Operator	DAO	Qualified to drive and operate an aerial ladder.
Driver Pump Operator	DPO	Qualified to drive and operate a fire engine or tanker.
Emergency Vehicle Operator – Level 3	EVO3	Qualified to drive a vehicle with a GVW over 26,000 lbs.
Emergency Vehicle Operator – Level 2	EVO2	Qualified to drive a vehicle with a GVW between 10,000 lbs and 26,000 lbs.
Emergency Vehicle Operator – Level 1	EVO1	Qualified to drive a vehicle with a GVW under 10,000 lbs.
Specialty Credential		
Rapid Sequence Intubation	RSI	Qualified to perform Rapid Sequence Intubation.
Haz Mat Technician	HM	Member of the County’s hazardous materials team.
Vehicle Extrication	VEXT	Qualified to function as a vehicle extricator.
Technical Rescue Technician	TRT	Member of the County’s technical rescue team.
Water Rescue Technician	WRT	Member of the County’s water rescue team.

Group	Abbreviation	Description
Rescue Task Force	RTF	Qualified to function as part of a rescue task force.
Drone Operator	UAV	Qualified to pilot an unmanned aerial vehicle.
Field Training Officer-ALS	FTO-A	Qualified to function as a field training officer for ALS students and interns.
Field Training Officer-BLS	FTO-B	Qualified to function as a field training officer for BLS students and interns.
Peer Support Group	PSG	Member of the County's peer support team.
Incident Management Team	IMT	Member of the County's incident management team.

NEMESIS (OEMS) Licensure (*Required for Operational Members Only*) – EMS licensure information is required for all members responding to EMS calls. These fields are located in the NEMESIS tab.

Field	Description
EMS Practice Level	The level an EMS provider is authorized to practice (may be lower than their certification level). If they are not authorized to practice or are not certified, select "Other Non-Healthcare Professional".
State of Licensure	The state the EMS provider received their certification. Only certifications from Virginia should be included.
State Licensure ID Number	The ID number issued by VA OEMS. All members affiliated with an EMS agency should have an ID, even if they are not certified. If this ID does not match OEMS, it will result in errors in an ePCR.
State EMS Licensure Certification Level	The OEMS certification level of the EMS provider. If the member is not certified, select "Other Non-Healthcare Professional".
State Licensure Expiration Date	The date a member's certification expires. This field should be left blank for "Other Non-Healthcare Professional".

Qualifier – Qualifiers are used to indicate a member's agency affiliation. In the case of career members, they are also used to manage the advertisement and awarding of overtime shifts. Select all that apply.

Qualifier	Abbreviation	Description
ACFR-BC (CPT2 and BC)	AC-BC	Career members qualified to serve as the on-duty BC.
ACFR-OIC (TECH2,CPT, CPT2)	AC-OIC	Career members qualified to serve as an officer in charge.
ACFR-Operator (DAO)	AC-DAO	Career members qualified as a driver aerial operator.
ACFR-Operator (DPO)	AC-DPO	Career members qualified as a driver pump operator.
ACFR-Firefighter (FF,TECH1,TECH2)	AC-FF	Career members qualified as firefighters.
ACFR-Mandatory	AC-MHO	Career members who are subject to mandatory OT assignments.
ACFR- Chief (on call Chiefs)	AC-CHF	Career chiefs who are subject to on-call rotation.
ACFR- Fire Marshal (on call FMs)	AC-FM	Career fire marshals who are subject to on-call rotation.
ACFR-All	ACFR	All ACFR members.
Station 2- All	F02	All Station 2 members.

Qualifier	Abbreviation	Description
Station 3- All	F03	All Station 3 members.
Station 4- All	F04	All Station 4 members.
Station 5- All	F05	All Station 5 members.
Station 6- All	F06	All Station 6 members.
Station 7- All	F07	All Station 7 members.
Station 8- All	F08	All Station 8 members.
Rescue 5- All	R05	All Rescue 5 members.

Roles – Roles or permissions determine the level of access a member has in the system. One of the following roles should be selected.

Name	Description
ACFR – All Operational Users	Standard permission for operational members. This is the default role in the system.
ACFR – All Non-Operational Users	Standard permission for all applicants and administrative/support members.
All other roles require county approval.	

Other – Additional fields required for configuration.

Field	Description
System User	Must be turned on to allow a member to log in to the system. Must be turned off during offboarding.
Field Service Provider	Must be selected for a member to show up in incident reports. This should be deselected for admin members. Must be turned off during offboarding.
Call Shift	Can receive call shift notifications. Career members should have this turned on.
Is Training Instructor	When this is selected, a member will be available as an instructor in the training module.

Demographic Information

Personal Information

- Emergency Contact
- Certifications
- Accruals
- NEMESIS
- Basic Pay Rates
- Scheduling Pay Rates
- Employment History

Personnel Details

Save Close

First Due Id: 11530
First Name (required): Test
Middle Name:
Last Name: Firefighter
Name Suffix:
Preferred Name:
Email (required): testfirefighter@albemarle.org
Password:
Field Crew/Service Provider:
EMS Provider Level:
System user:
Address:
Unit/Suite:
State:
City:
Zip Code:
Both the five-digit and nine-digit format allowed, e.g., #####, #####-####
Primary Phone: 434 296 5833
Secondary Phone:
Union Number:
Birth Date:
Citizenship:
Driver License Number:
Driver's License State:
Driver's License Class:
Driver's License Expiration Date:
Driver's License Status:
Start Date:
Secondary Start Date:
Start Date Ranking:
Accrual Start Date:
End Of Service Date:
Race:
Ethnicity:
Gender:
Marital Status:
Social Security Number:
Badge Number:
Agency Personnel ID: T999
API ID:
Firefighter ID:
FEMA ID:
Payroll ID:
DoD ID:
Unit:
Division:
District:
Station:
Shift:
Position:
Rank:
Qualifiers: 2 Items
Inspector #:
Inspector Designation:
Investigator Number:
Groups:
Lunch Period:
Days Scheduled:
Hours Scheduled:
Employment Status:
Status: Active
Call Shift Eligible:
Is training instructor:
Roles: ACFR - All Operational Users X

Emergency Contact Information

Personal Information

Emergency Contact

Certifications

Accruals

NEMESIS

Basic Pay Rates

Scheduling Pay Rates

Employment History

Emergency Contact

Save Close

Emergency Contact Info #1 [-]

Name Email

Relationship Address

City State Zip

Cell Phone Home Phone Work Phone

Employer

Emergency Contact Info #2 [+]

Medical Contact Info

Doctor Name Phone Number

Allergies Others

NEMESIS (OEMS) Information

Personal Information

Emergency Contact

Certifications

Accruals

NEMESIS

Basic Pay Rates

Scheduling Pay Rates

Employment History

Personnel NEMESIS

Address Line 2

County

Others Phones

Phone type

Others Emails

Email Type

Gender Sex Motor Vehicle License Type Degree Subject/Field of Study Foreign Language Ability Highest Educational Degree

National Registry Number National Registry Certification Level Current National Registry Expiration Date

Employment Status Employment Status Date Hire Date Primary EMS Job Role

Other Job Responsibilities Total Length of Service in Years Date Length of Service Documented

Immunization Status

Immunization status Immunization Year

Certification Level

EMS Practice Level Date of Personnel's Certification or Licensure for Agency

Licensure Information

Current State of Licensure State's Licensure ID Number State EMS Certification Licensure Level Initial State's Licensure Issue Date Current State's Licensure Expiration Date State EMS Current Certification Date

Not Applicable

Save Close

