

# **Virginia Fire Services Board**

Administration, Policy, and Finance Committee

Friday, June 6, 2025

VDFP HQ 1005 Technology Park Dr., Glen Allen, VA 23059

10:00AM

## **MINUTES**

A meeting of the Administration, Policy and Finance Committee was held at the Virginia Department of Fire Programs Headquarters. The meeting was called to order by Chair Abbey Johnston and a quorum was present.

### **COMMITTEE MEMBERS PRESENT**

Abbey Johnston, Committee Chair – Virginia State Firefighter’s Association  
Keith Johnson – Virginia Fire Chief’s Association  
James Calvert – Industry (SARA Title III/OSHA)  
Kevin Duck – Insurance Industry  
Donald Hart – Virginia Association of Counties  
Jess Rodzinka – Virginia Professional Fire Fighters

### **COMMITTEE MEMBERS ABSENT**

Walt Bailey – Virginia Fire Service Council  
Steven Sites – Virginia Municipal League

### **AGENCY MEMBERS PRESENT**

Nicholas Nanna, Deputy Director  
Theresa Hunter, Chief Administrative Officer  
Jamey Brads, Chief of Training and Operations  
Spencer Willett, Government Affairs Manager

### **GUESTS PRESENT**

Larry Gwaltney

### **CHANGES IN THE AGENDA**

No changes to the agenda.

### **PUBLIC COMMENTS**

Deputy Director Nicholas Nanna mentioned D-Day on June 6<sup>th</sup> and highlighted the sacrifices of the Greatest Generation.

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## **CONSENT AGENDA**

**Motion:** Approval of the minutes of the previous meeting (March 2025)

**Motion:** Calvert **Second:** Johnson

**Discussion on the Motion:** None

**Vote:** Unanimous

**Action:** Minutes approved.

## **REPORT FROM VDFP ADMINISTRATION**

Chief Administrative Officer Theresa Hunter presented on written reports provided to the committee. This included remaining budget funds and localities that have not received Aid to Localities Funds for FY2025, of which there are eleven. The deadline was May 16<sup>th</sup>, 2025.

## **COMMENTS FROM THE COMMITTEE CHAIR**

Chair Johnston thanked the Department of Fire Programs staff for their work and mentioned that it was an honor to be on the committee and a part of the Fire Services Board.

## **UNFINISHED BUSINESS**

### **a. Governor's Fire Service Awards Manual Update**

Board Clerk Spencer Willett spoke on the changes requested at the last committee meeting.

**Motion:** To approve the Governor's Fire Service Awards Manual

**Motion:** Duck **Second:** Rodzinka

**Discussion on the Motion:** None

**Vote:** Unanimous

**Action:** Awards Manual Approved for Full Board

## **NEW BUSINESS**

### **a. Halifax County Fire and EMS Study Request**

Johnston spoke about the Halifax County Study Request and asked VFSB Members if they could serve on the study. James Calvert and Jess Rodzinka were interested in serving.

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**Motion:** To approve the Halifax County Fire and EMS Study Request

**Motion:** Calvert **Second:** Johnson

**Discussion on the Motion:** None

**Vote:** Unanimous

**Action:** Halifax County Request Approved for Full Board

## **b. Aid to Localities Requirement for Fire Reporting**

Willett spoke on the new mandated fire incident reporting using the National Emergency Reporting Information System (NERIS) that was passed during this most recent General Assembly session. The new reporting system will replace the legacy National Fire Incident Reporting System (NFIRS). The VFSB has been directed to create a compliance policy that the agency will then enforce. The committee will need to create this policy within the next few months. VDFP staff is currently working on a draft policy that the committee can give feedback on as to how that document should look.

Johnson asked Willett how many localities currently are not reporting. Willett mentioned that part of the problem was about 50% of the fire department ID numbers (FDID) numbers used in the old system are not being utilized, mostly due to reporting within their own locality and not the state.

## **c. Fire and EMS Study Manual Update**

Johnston spoke about changes to the manual, which included removing the application periods and replacing it with language limiting the VFSB to approving one study per meeting. Applications must be received two weeks in advance.

**Motion:** To approve the Fire and EMS Study Manual

**Motion:** Johnson **Second:** Duck

**Discussion on the Motion:** None

**Vote:** Unanimous

**Action:** Fire and EMS Study Manual Approved for Full Board

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## **d. Firefighter PPE and Equipment Grant Program**

Johnson spoke about structural personal protective equipment (PPE) and primary sets versus secondary sets. The policy does not outline which would be the priority, which he suggested should be primary sets.

Johnston mentioned the intent of the grant was to fund departments that do not have gear, or need to replace gear, and echoed Johnson's remarks about putting the focus on first sets of PPE.

Willett noted that the VFSB can set whatever policy they want, and he will make the changes.

Johnston reemphasized that the focus should be on the departments that are using subpar PPE or equipment including air packs. Priority should also be given to those localities that fall within the Fiscal Stress Index.

Willett clarified when the budget was approved that the VFSB should give first consideration to those localities on the Fiscal Stress Index. These localities are noted on two lists from the Department of Housing and Community Development (DHCD) and the Economic Development Partnership (EDP).

Johnston noted that it will still be up to the locality to show need and apply, regardless of if they are on the list.

Calvert spoke about helping the smaller departments with applying through a series of meetings around the Commonwealth.

Johnson spoke about the need to continue to ask for funding to expand this program to other localities and other needs.

**Motion:** To approve Firefighter PPE and Equipment Grant Policy

**Motion:** Johnson **Second:** Duck

**Discussion on the Motion:** None

**Vote:** Unanimous

**Action:** Program Approved for Full Board

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## **ADJOURNMENT**

Clerk of the Committee

Spencer Willett

Minutes completed by Tracey Frame

*Documents related to this meeting of the Virginia Fire Services Board may be requested by contacting the Government Affairs Division by emailing [PolicyOffice@vdfp.virginia.gov](mailto:PolicyOffice@vdfp.virginia.gov)*

