

Virginia Fire Services Board

Administration, Policy, and Finance Committee

Tuesday, June 9, 2026

Virginia Department of Fire Programs

1005 Technology Park Dr, Glen Allen, VA 23059

10:00 AM

MINUTES

A meeting of the Administration, Policy and Finance Committee was held at the Virginia Department of Fire Programs in Glen Allen, Virginia. 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

James Calvert – Industry (SARA Title III/OSHA)

Kevin Duck – Insurance Industry

Keith Johnson – Virginia Fire Chiefs Association

Walt Bailey – Virginia Fire Service Council

John Miller – Designee, Virginia State Forester

Charles Sterne – General Public

COMMITTEE MEMBERS ABSENT

Todd King – Virginia Association of Counties

AGENCY MEMBERS PRESENT

Theresa Hunter, Chief Administrative Officer

Zeina Altaha, Grants Program Manager

Spencer Willett, Government Affairs Manager

Greg Cavalli, Policy Analyst

GUESTS PRESENT

Lee Williams

Robby Dawson

Larry Gwaltney

Trey Pyle

Douglas Stanley

CHANGES IN THE AGENDA

Walt Bailey asked to add a discussion on the Lifetime Achievement Award to New Business.

There were no objections and the item was added to New Business.

PUBLIC COMMENTS

Douglas Stanley, County Administrator for Prince Edward County, supported the nomination of Richard Mabie for the Lifetime Achievement Award.

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CONSENT AGENDA

Motion: Approval of the minutes of the previous meeting (February 2026)

Motion: Calvert **Second:** Johnson

Discussion on the Motion: None

Vote: Unanimous

Action: Minutes approved

REPORT FROM VDFP ADMINISTRATION

VDFP Chief Administrative Officer Theresa Hunter stated that the agency provided the committee with two reports. The first shows that the live fire training budget has \$877,000 available for new projects. It also has a list of open projects and the payments that have been made to those. The second report is the Aid to Localities (ATL) report. It shows that the last ATL payment was made in March, with the final disbursement scheduled for later in June. The agency made calls in May to the 132 localities which had not submitted, which reduced that list down to 16. Forfeiture emails were sent out June 1 with a deadline for response of June 5. Localities have through the close of the week to submit paperwork.

James Calvert asked if ATL is tied to reporting this year or next year. Hunter answered that it will be next year. The policy goes into effect this year and the agency will begin holding localities to the reporting requirement next July.

COMMENTS FROM THE COMMITTEE CHAIR

Committee Chair Johnston spoke on the importance of the Board's work and noted significant progress in legislative accomplishments. She mentioned to the Board that there is a meeting of an ATL funding workgroup the following week which may result in changes to the ATL funding formula. She lauded Department of Fire Programs (VDFP) Executive Director Brad Creasy's leadership as well as that of Virginia Fire Services Board (VFSB) Chair Keith Johnson.

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UNFINISHED BUSINESS

a. Fire and EMS Study Manual

Board Clerk Willett noted two major changes in the document. The agency recommends reduction from four studies in an 18-month period to four studies per 12 months. This is to correspond to the four Board meetings each year. Secondly, the existing manual required Community Risk Reduction and Government Affairs to provide the staff members working on these studies. The proposed change would allow other VDFP staff members to take part in these studies.

Motion: To adopt the changes to the Fire and EMS Manual as submitted

Motion: Bailey **Second:** Sterne

Discussion on the Motion: None

Vote: Unanimous

Action: Recommended to the Board

b. Online Grants Management Reporting System Update

Hunter said the new program would be comprehensive and web based. Applications will be submitted online through the system, and the review would also be online. Initial implementation will cost \$168,000, with \$22,000 in maintenance costs annually. VDFP will absorb the \$22,000 annual costs but is asking for \$168,000 from the Board for the initial procurement and set up. Hunter stated that the funding available to the Board would be from the interest account, which has at least \$870,000 available. Johnston said that the Board had asked the agency for this kind of upgrade as it will streamline the grants process and be more user friendly for both the Board and the applicants. Johnson noted that the \$22,000 is consistent for 5 years. He asked if the agency has received any references from any entities which have used this vendor. Hunter said that the company is working with other state agencies and is on contract with the state. The implementation could be approximately 4-8 months. Her hope is to have the system in place prior to the next fiscal year. Johnson asked for the agency to hold help sessions for localities to learn the new system.

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Motion: To approve the new online Grants Management Reporting System and provide the \$168,000 in initial costs.

Motion: Johnson **Second:** Bailey

Discussion on the Motion: None

Vote: Unanimous

Action: Recommended to the Board

NEW BUSINESS

a. Prince Edward County Fire and EMS Study Request

Trey Pyle, the Emergency Management Coordinator of Prince Edward County, said the county has requested the study to garner advice going forward as it has several decisions to make about its future fire/EMS system. Johnson asked if there were previous studies, which there have not been. He also asked for more information about the county. Pyle said it is a largely rural county. The Town of Farmville is within the county but is an independent town with its own government structure. There are seven departments in the county, including Farmville, and two EMS departments, almost all of which are volunteer. Douglas Stanley added that one thing unique about the county is that there are two colleges in Farmville, and the presence of many college students provides some unique challenges. Walt Bailey spoke positively about the fire services in Prince Edward and stated he believes it is a good candidate for a study.

Motion: To approve the Prince Edward County Fire and EMS Study Request

Motion: Bailey **Second:** Calvert

Discussion on the Motion: None

Vote: Unanimous

Action: Recommended to the Board

b. Lifetime Achievement Award

Bailey spoke about the high level of criteria for the award, including that some have been turned down over the years. He asked that the names of nominees be put before the committee, which will then make recommendations to the Board. Johnston asked Board Clerk Willett if this could be done. He answered that the Board requirements adopted last year specified that there be one award per year, but nothing prevents the Board from using this process. Willett noted, however, that if the Board wished to discuss candidates, it cannot do this in a closed session. Only a group of two could do so without it being in a public meeting. Committee Chair Johnston agreed and asked for names for this group. Kevin Duck and Walt Bailey will vet the nominations.

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ADJOURNMENT

Clerk of the Committee

Spencer Willett

Minutes completed by Greg Cavalli

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

