



THE CITY OF ASHEVILLE

NORTH CAROLINA

CIVIL SERVICE BOARD

Thursday, March 5, 2026, 2:30 PM

City Hall First Floor Conference Room

BOARD'S MISSION: The board works with the Human Resources Department to resolve employee grievances on an as-needed basis and meets on a periodic basis to discuss personnel administration issues.

CURRENT BOARD MEMBERS: Carol Goins, Chair Alan Escovitz Carter Webb
Rick Devereaux Mike Hahn

AGENDA

CALL TO ORDER

APPROVAL OF MINUTES

- A. [September 4, 2025](#) Minutes

UPDATE/REPORTS None

UNFINISHED BUSINESS None

NEW BUSINESS*

- A.. Fire Lieutenant – Do away with the Community Risk Reduction (CRR) class/ Add Current qualification in AFD Incident Management System (Blue Card)
- B.. Fire Captain – Remove BC and Leave STO PTB / Remove ICS 400/ Add Current qualification in AFD Incident Management System (Blue Card)
- C. Fire Captain 2 – Add BC Task Book / Remove ICS 400/Add Current qualification in AFD Incident Management System (Blue Card)
- D.. Battalion Chief - Add Current qualification in AFD Incident Management System (Blue Card)
- E. . Division Chief - Add Current qualification in AFD Incident Management System (Blue Card)

**See attached explanatory info from AFD leadership beginning on page 3 of this document*



PUBLIC COMMENT

INFORMAL DISCUSSION/FUTURE AGENDA ITEMS

ADJOURNMENT

For more information on the City of Asheville Civil Service Board, please visit
<https://www.ashevillenc.gov/department/city-clerk/boards-and-commissions/civil-service-board/>.



Explanatory Material

1. FIRE LIEUTENANT

Current Status

The Fire Lieutenant prerequisites include the option for a member to have either the Fire Inspector 1 Certification or the AFD Community Risk Reduction course. The AFD has a program to prepare our upcoming fire officers to command an incident. This program is a requirement of the NFPA consensus standards for departments. Currently, we refer to this program internally as Blue Card. After achieving "Blue Card" certification, there is no requirement to maintain it.

Fire Administration's Request

A. The Community Risk Reduction Course option, as an alternative to Fire Inspector 1, be removed, and the requirement will be solely for Fire Inspector 1.

B. Adding the requirement for holding a current qualification in the AFD Incident Management System (Currently referred to as Blue Card)

Reasoning

For Request A

The CRR course was a program taught internally as an option to taking the Fire Inspector course. The AFD no longer offers the CRR program. Additionally, to advance from Fire Lieutenant to Fire Captain, the member must have the Fire Inspector certification. While created with good intent, with the purpose of being able to offer internally, we have found this option of the CRR course in place of the Fire Inspector course not effective. Additionally, we now have the ability to offer the Fire Inspector 1 course internally eliminating the need for the CRR program to be taught.

For Request B

An AFD Incident Management System ie. Blue Card provides an objective, performance-based benchmark. By requiring this certification, the department is guaranteed that every officer has successfully managed complex, high-fidelity fire simulations and demonstrated a mastery of hazard zone management before they are responsible for lives in the field while maintaining compliance with the NFPA 1561 consensus standard.

2. FIRE CAPTAIN

Current Status

The Fire Captain prerequisites include the requirement for a member to have completed both a Shift Training Officer Task Book and a Battalion Chief Officer Task Book. The Fire Captain prerequisites include the requirement for a member to have completed the ICS 400-level course.

Fire Administration's Request

- A. Removal of the Battalion Chief Officer Task Book requirement, leaving only the Shift Training Officer Task Book as a requirement.
- B. Removal of the ICS 400-level course as a requirement to be a Fire Captain
- C. Require the Fire Captain to be a qualified Fire Inspector 1
- D. Adding the requirement for holding a current qualification in the AFD Incident Management System (Currently referred to as Blue Card)

Reasoning

For request A

With the creation of the Captain 2 position last year to assist in the development of the fourth shift, the Captain position will no longer be asked to act in the position of Battalion Chief. Rather, members working out of class in the Battalion Chief role will be selected from the Captain 2 position.

For Request B The Fire Captain position will no longer be expected to perform at the level of training prescribed in the ICS 400-level course.

For Request C Fire Lieutenants needed only to have taken the course for a fire inspector. A Captain is expected to have done the post course requirements that when completed after the initial training will qualify them as an inspector. Taking the course alone does not make one qualified. This requirement to be a qualified inspector 1 will ensure the candidate for promotion has doing the work required afterwards to have a full understanding of the qualification and can operate in the state as a Fire Inspector 1.

For Request D An AFD Incident Management System ie. Blue Card provides an objective, performance-based benchmark. By requiring this certification, the department is guaranteed that every officer has successfully managed complex, high-fidelity fire simulations and demonstrated a mastery of hazard zone management before they are responsible for lives in the field while maintaining compliance with the NFPA 1561 consensus standard.

3. FIRE CAPTAIN 2

Current Status Currently, there is no requirement for a Fire Captain 2 to have completed a Battalion Chief Position Task Book; however, there is an intention to utilize the Captain 2 in an out-of-class situation to temporarily fill a Battalion Chief role when there are no available Battalion Chiefs to fill the position. Currently, as was also the case previously discussed with the Fire Captain position, there is a requirement for a Captain 2 to have taken the ICS 400-level training program, despite the fact that their job requirements do not require the utilization of the skill sets taught in this course.

Fire Administration's Request

- A. Add the requirement for the Captain 2 candidate in the promotional process to have a completed Battalion Chief Officer Position Task Book.
- B. Remove the requirement for the ICS 400-level course completion.
- C. Adding the requirement for holding a current qualification in the AFD Incident Management System (Currently referred to as Blue Card).

Reasoning

For Request A

The Asheville Fire Department plans to utilize the Captain 2 rank to work in a temporary out-of-class position when there are no available Chief Officers to fill the role. This is a departure from the previous practice of using a Fire Captain.

For Request B

The Fire Captain 2 position will not be expected to perform at the level of training prescribed in the ICS 400-level course.

For Request C

An AFD Incident Management System ie. Blue Card provides an objective, performance-based benchmark. By requiring this certification, the department is guaranteed that every officer has successfully managed complex, high-fidelity fire simulations and demonstrated a mastery of hazard zone management before they are responsible for lives in the field while maintaining compliance with the NFPA 1561 consensus standard.

4. FIRE BATTALION CHIEF

Current Status

There is currently no requirement for an applicant to the Battalion Chief position to hold a current qualification in any AFD incident management process. (Currently referred to as "Blue Card") despite the fact that this qualification brings our department into full compliance with NFPA 1561 (Standard on Emergency Services Incident Management System and Command Safety). This alignment not only improves operational safety but also strengthens our position regarding municipal liability.

Fire Administration's Request Adding the requirement for holding a current qualification in the AFD Incident Management System (Currently referred to as Blue Card).

Reasoning

An AFD Incident Management System ie. Blue Card provides an objective, performance-based benchmark. By requiring this certification, the department is guaranteed that every officer has successfully managed complex, high-fidelity fire simulations and demonstrated a mastery of



hazard zone management before they are responsible for lives in the field while maintaining compliance with the NFPA 1561 consensus standard.

5. FIRE DIVISION CHIEF

Current Status

There is currently no requirement for an applicant to the Division Chief position to hold a current qualification in any AFD incident management process. (Currently referred to as “Blue Card”) despite the fact that this qualification brings our department into full compliance with NFPA 1561 (Standard on Emergency Services Incident Management System and Command Safety). This alignment not only improves operational safety but also strengthens our position regarding municipal liability.

Fire Administration's Request. Adding the requirement for holding a current qualification in the AFD Incident Management System (Currently referred to as Blue Card).

Reasoning

An AFD Incident Management System ie. Blue Card provides an objective, performance-based benchmark. By requiring this certification, the department is guaranteed that every officer has successfully managed complex, high-fidelity fire simulations and demonstrated a mastery of hazard zone management before they are responsible for lives in the field while maintaining compliance with the NFPA 1561 consensus standard.