


Mayor Timothy M. Keller

CITY OF ALBUQUERQUE
Albuquerque, New Mexico
Office of the Mayor

INTER-OFFICE MEMORANDUM

February 13, 2023

TO: Patrick Davis, President, City Council

FROM: Timothy M. Keller, Mayor 

SUBJECT: Appointment of Deputy Chief Emily V. Jaramillo to the position of Chief of the Albuquerque Fire Department

Deputy Chief Emily Jaramillo started her career with Albuquerque Fire Rescue in 2005 and has worked in a variety of positions as a firefighter and paramedic prior to becoming the Deputy Chief of Emergency Services in 2018. In this role, she oversaw Emergency Medical Services, the HEART team, AFR Records, Quality Assurance, Pharmacy, EMS Training Divisions, and Firefighter Health and Safety. Deputy Chief Jaramillo also covered Field Operations and Human Resources for AFR during a prolonged search to fill these positions.

Deputy Chief Jaramillo obtained a Bachelors in English and Education from Luther College in 1999 and is currently completing a Masters of Public Health Policy at New Mexico State University. She volunteers time in the community as a youth basketball coach, and is a mother to two young children.

I ask for your support in confirming this highly qualified individual to the position of Fire Chief of the Albuquerque Fire Rescue.

Emily Jaramillo

Summary

- Albuquerque Fire Rescue Deputy Chief with a seventeen-year history as a firefighter and sixteen years as a certified paramedic. Responsible for managing the Emergency Services Division at Albuquerque Fire Rescue, including all aspects of EMS, program development and management, quality and process improvement, labor relations, budgeting, and personnel management.

Education

BACHELOR OF ARTS | MAY 1999 | LUTHER COLLEGE

- English and Secondary Education

MASTER OF PUBLIC HEALTH POLICY STUDENT | NEW MEXICO STATE UNIVERSITY

- Projected Graduation December 2023

Skills & Abilities

MANAGEMENT

- Supervises division that manages Emergency Medical Services and associated support services for approximately 750 sworn firefighters and civilian staff
- Budgeting for Albuquerque Fire Rescue; including drafting issue papers, defending requests, and managing funds
- Manages the grant writing program for Albuquerque Fire Rescue
- Wrote and was awarded FEMA SAFER grant in 2018 for \$1,961,676.00
- Wrote and was awarded New Mexico Fire Prevention grant in 2018 for \$99,805.00
- Wrote and was awarded New Mexico Fire Prevention grant in 2019 for \$108,000.00
- Wrote and was awarded FEMA Assistance to Firefighters grant (COVID-supplemental) in 2020 for \$96,450.00
- Successfully petitioned the Public Regulations Commission to award Albuquerque Fire Rescue full transport authority in 2020
- Experience working with city departments, City Council, local and state officials, and community organizations
- Labor relations experience including contract negotiations

QUALITY ASSURANCE AND IMPROVEMENT

- Guides departmental quality assurance process to ensure high quality EMS delivery and customer service
- Implemented procedures and guidelines to increase efficiency in system wide response to 911 calls, subsequently reducing call volume by over 15,000 responses in 2020

- Collaborated with Albuquerque Police Department's Crisis Intervention Unit to streamline behavioral health response and make transportation improvements
- Creation of training and continued policy reform within AFR related to cultural sensitivity through work with the Office of Equity and Inclusion
- Assisted Albuquerque Police Department on the development of Level 1 use of force process and quality improvement
- Collaborated with Albuquerque Police Department, Solid Waste, and Family Community Services to address needs associated with encampments throughout the City of Albuquerque

PROGRAM DESIGN

- Guided development of Albuquerque Fire Rescue's first community paramedic program (HEART team) in 2018
- Assisted in creation of the first pre-hospital mobile ECMO program in North America in 2019
- Served as initial Operations Planning Chair for City of Albuquerque's Albuquerque Community Safety Department focused on non-law enforcement responses
- Developed alternative response program for public inebriate 911 calls, creating system wide efficiency
- Assisted with development of SHARP program for needle cleanup and harm reduction in public spaces
- Policy design and management of Albuquerque Fire Rescue's COVID-19 responses, internal procedures, and exposure and vaccine tracking for firefighters, as well as supporting NMDOH with COVID testing and vaccines for the public
- Guided the creation of the Firefighter Behavioral Health Division within AFR
- Collaborated with local NMDOH office on projects to increase flu vaccines and Hepatitis A vaccines for persons experiencing homelessness
- Assisted Albuquerque Police Department in implementation of Social Dispatch program

LEADERSHIP

- Women of Influence Nominee 2022
- IAFF Leadership Recipient 2015
- Steering committee member for New Mexico EMS Corps program in collaboration with CYFD and UNM
- Mental Health Response and Advisory Committee (MHRAC) board member
- Advisory board member for New Mexico Department of Health (NMDOH) Family Connects program
- Invited to present to New Mexico Department of Veteran's Affairs regarding Women's Equity and Leadership
- Bernalillo County fentanyl awareness panelist and advocate
- Hub team member for Downtown Public Safety ECHO

Experience

FIRST DEPUTY CHIEF | ALBUQUERQUE FIRE RESCUE | APRIL 2018 – PRESENT

- Manages AFR's fire and EMS records division; includes data collection and reporting, EMS transportation billing, and IPRA & HIPAA compliance
- Supervises AFR's Pharmacy; includes supplying medications and supplies to AFR as well as other city departments

- Oversees AFR's EMS Training Division, EMS re-licensure for firefighters, continuing education, and quality assurance
- Assisted with the implementation and continued management of AFR's community paramedic program, Home Engagement and Alternative Response Team (HEART)
- Managed additional Deputy Chief positions and duties during vacancies for nine months to include Human Resources and Field Operations
- Development and management of the AFR Firefighter Health and Safety division, including supervision of the AFR Behavioral Health Director and program

FIREFIGHTER PARAMEDIC | ALBUQUERQUE FIRE RESCUE | JULY 2005 – APRIL 2018

- Promoted from the rank of firefighter through Captain, holding positions as Paramedic Driver, Paramedic Lieutenant, Professional Development Coordinator, and Captain
- Seven years of experience teaching field personnel EMS continuing education, paramedic training, fire cadet training, officer development training, and other department specific courses
- Field Training Officer for new paramedics and probationary firefighters
- Organized the EMS re-licensure for fire department personnel
- Coordinated departmental professional development program including arranging courses, instructing and evaluating, and keeping records for department personnel
- Served in a position on AFR's Safety Committee and participated in creating the first phase of AFR's cancer prevention program
- Committee member for IAFF Transition Team Committee to prioritize issues and concerns for CABQ administration in 2018
- Peer support team member, providing mental health support for first responders
- Implemented and coordinated AFR's Peer Fitness Program
- Adjunct instructor for New Mexico Fire Training Academy

INSTRUCTOR | UNIVERSITY OF NEW MEXICO | OCTOBER 2010 – SEPTEMBER 2011

- Paramedic instructor through the University of New Mexico/United States Air Force Pararescue program
- Taught EMT-Basic and Paramedic curriculum

ENGLISH TEACHER | ALBUQUERQUE PUBLIC SCHOOLS | SEPTEMBER 2001 – JULY 2005

- English teacher for ages 10-18 at Bernalillo County Juvenile Detention Center
- GED instructor
- Head Girls Track and Field coach at Del Norte High School