



Fauquier County Fire Rescue System

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Kalvyn Smith, System Fire Chief

Kevin Swain, Chair

Natasha Lorenzen, Co-Chair

Dale Kidwell

Blane McGlothlin

EXECUTIVE COMMITTEE MEETING

10/17/2023 Minutes

The Executive Committee met on October 17, 2023 at 9:00 a.m.

Committee Members Present at the meeting were: Fire Systems Chief Kalvyn Smith, Chairperson Kevin Swain, Co-Chairperson Natasha Lorenzen, Deputy Chief of Volunteer & Support Services Dale Kidwell, and President Blane McGlothlin. Mallory Stribling, Director of Management and Budget was present for a brief period as a subject matter expert.

Staff Members Present at the meeting were: Heather Kidd, Logistics & Inventory Control Coordinator

I. Call to Order

Committee Chair Swain called the meeting to order at 9:02 am.

II. Adoption of the Agenda

President McGlothlin made the motion to adopt the agenda. The motion was seconded by Chief Kidwell and unanimously approved.

III. Approval of the Minutes

President McGlothlin made a motion to approve the meeting minutes from October 3, 2023. The motion was seconded by Chief Kidwell and unanimously approved.

IV. Agenda Items

a) Budget & Finance Planning Committee- The Executive Committee reviewed nominations from volunteer fire companies for members to be a part of the Budget & Finance Planning Committee. Co-Chair Lorenzen made a motion to modify the personnel qualification of Volunteer Treasurer to be someone currently holding that title, or a former volunteer company Treasurer. Other qualifications to be a part of this committee are a current Volunteer President or Volunteer company Administrative Assistant. The motion was seconded by Chief Kidwell and unanimously approved. President McGlothlin made a motion to appoint Jim Kudla (President of Orlean Volunteer Fire Department), Karen Moore (former Catlett Volunteer Fire Department Treasurer), and Jenn Greer (DFREM Accounting & Administrative Manager) as the members of the Budget & Finance Planning Committee, with Jim Kudla as the chair. The motion was seconded by Co-Chair Lorenzen and unanimously approved. Chairperson Kudla will send Mallory Stribling a copy of the monthly meeting minutes as the subject matter expert of the committee.

b) Fire Ops Committee- Chief Kidwell was nominated as the Co-Chair of the Fire Ops Committee at the last meeting, which was held on Thursday October 5, 2023 at 7:00 pm. The meeting minutes have not been submitted to the Executive Committee yet for review. A Committee Staff Support will be offered to Fire Ops Committee Chair Kane to assist with recording the meeting minutes and submission in a timely manner to the Executive Committee.

c) Fauquier Fire & Rescue System Patch- The current patch was voted on by the Fire & Rescue system and then submitted to the Executive Committee for review. The Executive Committee decided on a few design changes they would like made on the patch. Two different options were decided on, and once the artwork is received back from the vendor, the updated designs will be reviewed by the Committee at the next meeting.

d) Executive Committee Meetings for 2023- All meetings have been scheduled through the end of calendar year 2023 and will be posted on the Fauquier County Government public calendar.

V. Action Items

a) Templates for committee meeting agendas and minutes will be sent electronically to chairpersons of all committees to use for keeping their minutes. Each committee chair will be held to the expectation that they will submit their meeting minutes to the Executive Committee staff support within 3-5 business days of the meeting.

b) The Operating Procedure Governance document will be updated with the changes agreed upon by the committee during the meeting and will be sent electronically to the Executive Committee members for review. The document will be voted on and approved at the next meeting.

c) The Establishment of Committees document will be updated with the changes agreed upon by the committee during the meeting and will be sent electronically to the Executive Committee members for review. The document will be voted on and approved at the next meeting.

VI. Adjournment

Motion to adjourn was made by Co-Chair Lorenzen at 12:10 pm. Motion seconded by Chief Kidwell and unanimously approved.

The next meeting is scheduled for Monday October 30, 2023 @ 9:00 a.m. at Fauquier Hospital in the Sycamore B conference room.