



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

12/5/2023 Minutes

The Executive Committee met on December 5, 2023 at 1:00 p.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.

Staff Members Present at the meeting were: Lindsay Flippo, Administrative Associate

I. Call to Order

Committee Chair Swain called the meeting to order at 1:00 pm.

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 November 13, 2023. The motion was seconded by Chief Kidwell and unanimously approved.

IV. Agenda Items

a) Onboarding/Offboarding discussions- Chief Kidwell has been working with Bobby Tarr, Recruitment Coordinator, to create a fillable form which is the start to making the onboarding process solely online. Discussion will be had regarding when to add potential volunteers already in the process to our current databases. Once a plan has been streamlined and put into place, the recruitment and retention committee will be tasked with the management of onboarding. Additional discussion will be had regarding potentially placing the HIPPA test on Target Solutions account, along with other training that could be completed prior to EMT and firefighter classes.

b) Volunteer points system policy- Upon researching Culpeper County's volunteer tax relief requirements, their members must volunteer 180 hours to get 100% tax relief. There is potential for Fauquier County Volunteer system to start using an hours system in which everyone will use the same importing database, to easily track each volunteer and their hours, so each company can use it to determine the specifics for qualifications. As of right now and for the foreseeable future, each Volunteer Company Chief will utilize their own database and be responsible for their own members. Some companies currently utilize Crew App, which isn't linked to other crew apps or Target Solutions, so will have to decide as a whole what is the best option to benefit everyone.

- c) **Sub-Committee discussions-** The Special Operations committee minutes were presented and reviewed by the Executive Committee.
- d) **Uniform Rank-** New Baltimore Volunteer Fire Chief Kane reached out to the Fire Operations Committee for feedback regarding Uniform Rank and is currently awaiting response. Discussion was tabled to the next Executive Committee meeting to follow-up on any input received.
- e) **Fauquier Fire and Rescue System mission statement-** The mission statement has been tabled until the next Executive Committee meeting on January 17, 2024.
- f) **Volunteer physicals-** Year to Date, nine volunteer physicals have been completed. There was a lull in the process of sending mailers to the volunteers, causing many to receive their letters later than their birth month.
- g) **Battalion Ride-Up program-** After review of the new and updated OP 140, Chief Kidwell made a motion to accept as written. The motion was seconded by President McGlothlin and unanimously approved.
- h) **Committee Spending-** The Finance and Budget Committee will meet next week and will work to focus on how the process for committee spending. They will report back to other committees once a plan is in place.
- i) **Roundtable-** All Human Resource policies are still being working on.

V. Action Items

- a) The Executive Committee will reach out to the Volunteer Retention Coordinator, Bobby Tarr as well as the Retention Committee Chair, Nathan Helsley, to invite them to the next Executive Committee meeting to discuss recruitment and retention as well as tracking of Volunteer member hours.
- b) Chief Kidwell is going to follow-up with the Fire Operations Committee regarding the interest and need for volunteer physicals.
- c) Chief Kidwell is going to continue working with Volunteer Recruitment staff member Bobby Tarr to make a better streamline for on and off boarding new volunteer members.

Motion to adjourn was made by Chair Swain at 3:02 pm. Motion seconded by Chief Lorenzen and unanimously approved.

The next meeting is scheduled for Wednesday January 17, 2024 @ 9:00 a.m. at Fauquier County Fire & Rescue Headquarters office.