



# Fauquier County Fire Rescue System

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*Kalvyn Smith, System Fire Chief  
John Kane, Chair  
Dale Kidwell, Co-Chair*

## **FIRE OPERATIONS COMMITTEE AGENDA**

**Thursday January 4, 2024  
Warren Green Building  
2<sup>nd</sup> Floor Conference Room  
7:00 pm**

The Fire Operations Committee met on January 4, 2024 at 7:00 p.m.

Committee members present at the meeting were: Fire Rescue Systems Chief Kalvyn Smith, Chairperson John Kane, Co-Chair Deputy Chief Dale Kidwell, Deputy Chief of Operations Natasha Lorenzen, Battalion Chief Rich Cluff, Lt. Jordan Coleman, Company 1 Chief Kevin Swain and Assistant Chief Jason Koglin, Company 2 Chief Ian Brill and Assistant Chief Rod Frazier, Company 4 Chief Billy Boylan, Volunteer Recruitment Coordinator Bobby Tarr, Company 7 Chief Jeremy Moore and Assistant Chief Jonathan Moore, Company 11 Chief Johnny Ray Kearns, Company 19 Deputy Chief Chris Saykaly, and Communications Director Joell Kight.

Staff members present at the meeting were: Administrative Specialist Heather Kidd.

### **I. Call to Order**

Committee Chair Kane called the meeting to order at 7:00pm.

### **II. Adoption of the Agenda**

Chief Jason Koglin made a motion to approve the agenda as presented. The motion was seconded by Chief Jeremy Moore and unanimously approved.

### **III. Approval of the Minutes**

Chief Jason Koglin made a motion to approve the November 2, 2023 minutes as presented. The motion was seconded by Chief Jeremy Moore and unanimously approved.

### **IV. Agenda Items**

**a) Communications Report** – The communications committee met today, 1/4/24. Once a preliminary list is approved, it will be submitted to CAD to put an RFP together which will then be returned for review. Since Lt. Butch Flippo has retired, the radio projects are currently being handled by Chief Dale Kidwell, part-time employees Dan Gregory and Mark Nary, and Technician Christina Shepherd. The dispatch center is still short staffed with vacant positions. Communications Director Joell Kight reminded everyone that run orders are due to her by 1/14/24. Assistant Chief Koglin suggested that a different process be implemented during dispatching a call instead of the current process which includes dispatchers giving all supplemental information at once. Assistant Chief Koglin also requested that a different process be created and implemented for situations when

citizens call in for smoke detector inspections. Deputy Chief Kidwell suggested having a meeting to plan out the different call types and what apparatus is needed versus what is dispatched. The company Delta works will be circling back around to meet with everyone. Joell requested that everyone please make sure their emails are being sent to Chuck Kuhler quickly so when he calls Harris, he can give them an accurate count of faulty equipment. The “NO IP Address” is a known issue and a fix is being sent our way. Everyone needs to send Joell an updated list of who plans to attend communications meetings, which are a TEAMS meeting the first Wednesday of every month, so she has the accurate attendees. Chuck now has an account for PS Trax so he can receive notifications regarding radio issues. If anyone has any router and/or device issues, they need to report those to Laura Silsbee instead of communications. CAD will be down for roughly 30 minutes on Tuesday 1/9/24 as I.T. will be doing an update.

**b) Training Division Updates** - Recruit School 24-19 will be starting Monday January 8, 2024 with 13 recruits. One Technician will be pulled out of the field to assist with instructing and coordinating the recruits’ daily activities. The night volunteer fire academy is down to six students, with one being from out of county. ACLS and CPR recert schedule came out for DFREM yesterday, but there are available slots if a volunteer wants to join a session. The Training Division is looking to host Officer 1 and Officer 2 courses, pending the availability of Train the Trainer instructors. They are currently planning to host a DPO class in March. The Fauquier County Officer Development class being put on in April, will be available to both career and volunteer members. The course will be announced in the next 30 days. The High School class started today with four students.

**c) Volunteer Coordinator Report** – Volunteer Recruitment Coordinator Bobby Tarr reported that in 2023, 71 new volunteers applied and were voted in but 50 resigned which left a total of 21 new volunteers for the year. There are currently 21 new members in the process now. Scheduling reminder cards for volunteers with birthdays in March, will be mailed this month for them to schedule their annual physical. Chief Smith asked the Volunteer Chiefs to encourage their members to get annual physicals (whether in county or out of county) for the overall health of the volunteers. Marathon Health is hiring a receptionist and another physician to increase availability for visits, as well as someone to constantly be available to answer the phone. If any system members are receiving a bill, please send them to FCFRS Headquarters asap so Marathon can get the bill taken care of. Chief Brill requested that the Chiefs receive their members’ physical examination results. Bobby will begin sending the summary sheet (pass/fail) to the station chiefs upon receipt.

**d) EMS Committee** – Battalion Chief Rich Cluff reported that during the last EMS Committee, a motion was made to cancel the scheduled Spring EMT-Basic course, due to lack of return of investment. In exchange for the EMT-B course, an EMT-A course will be offered instead. The current plan is to host an EMT-A course in the spring or summer. Chief Ian Brill made a motion that each year, the county host one EMT-A course and two EMT-B courses. The motion was seconded by Assistant Jason Koglin and unanimously approved. He updated that for each station to be DEA compliant, regarding medications, there has to be a controlled substance permit as well as a DEA license on file, a 24-hour security alarm system securing the medications in the station (if medications aren’t stored on the ambulance), & a paramedic present to sign for the medications. There are some concerns that Four for Life may not be coming back for next year as there is a \$20 million deficit. EMS License inspections are going away but more spot inspections will be occurring. Brand new AEDS have arrived but can’t be issued until the routers are ready. The new Lucas devices have also arrived, we are just waiting for batteries to come in. Company 1 requested two AEDS be ordered for in their station, Communications division requested a new Trainer AED, Company 2 requested one AED (to be located in the upstairs hall), and Company 11 requested one AED for in their social hall. Battalion Chief Cluff also updated that the HANDTEVY app, which is a \$10,000 annual expense, is no longer paid for by the state. The next EMS committee meeting is scheduled for Tuesday 1/16/24.

e) **Guest** – Company 19 Deputy Chief Saykaly reported that Warrenton Training Center recently hired three new people and hope to be fully staffed by summer/fall timeframe.

f) **First Due App** – Deputy Chief Kidwell reminded everyone to make sure that they remind their members with access to the First Due app, that it is HIPPA compliant, and the call information/login credentials are not to be shared with others who are not in the fire and rescue system. The list has been cleaned up for all companies.

g) **Logistics Division Updates** – Deputy Chief Kidwell updated everyone that Lieutenant Matt Nugent has started his new role as the Logistics Lieutenant as Lieutenant Butch Flippo retired effective 1/1/24. He is working on everything that Lieutenant Flippo was formerly responsible for except for radios. Lieutenant Nugent is working with Company 7 President Blane McGlothlin regarding a water leak at Logistics shop. Next week Lt. Nugent will begin Flo and Fit testing at Company 1 with Charlie Glaze.

h) **System Updates** – Chief Smith updated that he is planning to ask the Board of Supervisors next Thursday January 11, 2024, for another 24 FTEs (Full Time Employees). He requests that as many Volunteer Chiefs who are able to attend, come and give their support. Lois Volunteer Fire Department is supposed to break ground early summer, with the anticipation of a 6-8 month buildout session. Bunkrooms will be constructed within 2-3 months at The Plains Volunteer Fire Department, to allow the 24-hour staffing members to have a place to stay overnight. The primary request is going to be for 24 additional FTEs. If this is not approved, the secondary request will be for 12 additional FTEs, and the tertiary request would be for 8 additional FTEs. The last three days Chief Smith, Deputy Chief Lorenzen, and Deputy Chief Kidwell held meetings with all officers in the department. The Lieutenants promotion tests will be in April. Anyone that passes the test and is eligible for the Lieutenant position, will be eligible to ride up in the officer's seat. The core values and expectations document has been formatted, and each DFREM officer has signed that they will uphold to them. It has been printed, placed in a plaque, and taken to each station to be hung in a common area for all members (system wide) to follow. Chief Kalvyn Smith, County Administrator Janelle Downes, Budget Director Mallory Stribling, and HR Director Mary Wyckoff have been making station visits over the last month to meet and greet with the crews.

i) **Strategic Planning** – Deputy Chief Kidwell reported that a strategic planning contractor is scheduled to host a meeting at Company 1 on 1/14/24, and any other station that wants to join and learn is welcome. Forms were sent out to all Volunteer Chiefs, regarding future station plans and needs, requesting that they complete them and return them to Chief Kidwell.

j) **Roundtable** – CIP rules are still being followed. All stations are to send Heather Kidd their 2024 operational and admin officer lists. The updated Uniform Rank Operating Procedure will be reviewed, finalized, and brought back to the Chiefs group for amended approval at the February 1, 2024 meeting. The final version will then be sent out to the entire Fire and Rescue System. Daily communication is very important between DFREM and Volunteers regarding qualifications and having a plan in place regarding who will be riding which piece of apparatus during that shift. Rapid SOS will be starting in February regarding train crash information to include what is on the train, how many passengers, etc.

k) **Agenda Items for Next Meeting** – The finalized Uniform Rank OP will need to be voted on and then sent out to the entire Fire and Rescue System.

## V. Adjournment

Chairperson Kane adjourned the meeting at 9:21 pm.

Next meeting is scheduled for Thursday February 1, 2024 @ 7:00 pm. at the Warren Green Building, 2<sup>nd</sup> Floor Conference Room.