



# Fauquier County Fire Rescue System

30 John Marshall Street  
Warrenton, Va. 20186

Phone (540) 422-8800 Fax (540) 422-8813

<http://www.fauquierfirerescue.org>

*Kalvyn Smith, System Fire Chief  
Kevin Swain, Chair  
Natasha Lorenzen, Co-Chair  
Dale Kidwell  
Blane McGlothlin*

## **EXECUTIVE COMMITTEE AGENDA**

**Monday, March 25, 2024  
500 Hospital Drive, Sycamore Room B  
9:00 AM**

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

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

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

### **IV. Agenda Items**

#### **A. Guest/Citizen**

#### **B. Sub-Committee Discussions**

#### **C. Old Business**

- 1. Uniform Rank Operating Procedure**
- 2. Third Party Notification Access**

#### **D. New Business**

- 1. Personal Equipment Operating Procedure**
- 2. Burn Building Policy and Manual**

#### **E. Roundtable**

### **V. Adjournment**



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## **EXECUTIVE COMMITTEE**

### **02/20/2024 Minutes**

Committee members present: Chairperson Kevin Swain, Co-Chairperson Natasha Lorenzen, President Blane McGlothlin, System Chief Kalvyn Smith

Staff members present: Executive Assistant Lindsay Flippo

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

Chairperson Swain called the meeting to order at 1:05 PM.

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

President McGlothlin made a motion to adopt the agenda. Co-Chair Lorenzen seconded the motion, and it was unanimously approved.

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

Co-Chair Lorenzen made a motion to approve the meeting minutes from January 25, 2024, with an amendment to add County Administrator Janelle Downes to IV. Agenda Items, a., 4. President McGlothlin seconded the motion, and it was unanimously approved.

#### **IV. Agenda Items**

- a. Guest/Citizen** – None Present.
- b. Sub-Committees** – Discussion on how committees and subcommittees can approach the Executive Committee with recommendations/policies/procedures. Will work on coming up with some sort of way for these to be presented for possible adoption and implementation.
- c. Uniform Rank Operating Procedure** – OP 113, Uniform Rank, was presented to the committee for discussion. There were multiple issues brought forth, including differentiating between DPO and BPO, EMS Officer, and enforcement. Deputy Chief Kidwell was not present to clarify these, so President McGlothlin made a motion to table until the next meeting. The motion was seconded by Co-Chair Lorenzen and unanimously approved.
- d. Meeting Times** – Some system members reached out to say that these executive committee meetings are held during times when it is not easy for others to attend. Proposed a few meetings should be held during times easier for more people to attend as well as the possibility of sending a Teams meeting link if you request one.
- e. Meeting Documents and Dissemination** – For the foreseeable future, we will be including DRAFT on minutes that have not yet been approved by the committee but will send out to system members for transparency.

**f. Roundtable**

1. We have officially hired a new HR generalist for Fire Rescue. She will start March 11, 2024 and will be exclusively for Fire Rescue Personnel.
2. It would be great to add more volunteer things to the department briefs sent out by the System Chief. Will send out emails to system members asking if there is anything they would like to add to future department briefs.
3. Warrenton Fire is currently working on the Strategic Plan, including possible renovations and updates to both Fire and EMS stations.

**V. Action Items**

- a. Send out emails to system members soliciting information to include in the Department Brief.
- b. Uniform Rank will be returned to DC Kidwell for review of any discrepancies/typos.
- c. Look into creating a workflow that committees and sub-committees can use to present recommendations, policies and/or procedures updates and additions for review by the Executive Committee.
- d. Look into alternative ways to be able to include more system members and the public for future committee meetings.

**VI. Adjournment**

President McGlothlin made a motion to adjourn at 2:36 PM. Motion seconded by Co-Chair Lorenzen and was unanimously approved.

The next meeting is scheduled for Monday, March 25th, 2024 at 9:00 AM at Fauquier Health, 500 Hospital Drive, Warrenton, VA 20186.