



**Fauquier County  
Fire Rescue System**

30 John Marshall Street  
Warrenton, Virginia 20186  
Phone (540) 422-8800 Fax (540) 422-8813  
<http://www.fauquierfirerescue.org>

*Kalvyn Smith, System Fire Chief  
Dale Kidwell, Chair  
Jim Kudla, Co-Chair*

**APPROVED**

**FINANCE COMMITTEE MINUTES**

**Tuesday March 5, 2024  
Fauquier Agriculture Extension Office  
1030 – 1130**

The Finance Committee met on March 5, 2024 at 10:30 a.m.

Committee members present at the meeting were: Fire Rescue Systems Chief Kalvyn Smith, Chairperson Jim Kudla, Co-Chair Deputy Chief Dale Kidwell, FCFRS Administrative/Accounting Manager Jenn Greer, and Catlett Volunteer Fire Department member, Karen Moore.

Fauquier County Government staff members present were: Office of Management and Budget Director Mallory Stribling and FCFRS Administrative Specialist Heather Kidd.

Volunteer station member present was New Baltimore Volunteer Fire Department Treasurer Jennifer Doolin.

**I. Call to Order**

Committee Co-Chair Kidwell called the meeting to order at 10:32 a.m.

**II. Adoption of the Agenda**

Chairperson Jim Kudla made a motion to approve the agenda as presented. The motion was seconded by Karen Moore and unanimously approved.

**III. Approval of the Minutes**

All former meeting minutes will be reviewed and approved at the next meeting on Tuesday April 2, 2024.

**IV. Agenda Items**

**a) New Baltimore (mid-year request) HVAC controller replacement** – A quote was received and reviewed from New Baltimore Fire Department, and at this time, the anticipated cost of the job is going to be roughly \$50,000. Upon review of all details and further discussion, the decision was made that they will fund all upfront replacements and expenses of the project out of their own budget, however, they will request reimbursement via the finance form.

**b) Mid-Year funding request process/forms** – The Finance Committee is going to create a fillable form which will integrate content from both the County Grant Application form and the Budget Form E. When a station has a purchase request, seeking assistance from the county, they will need to complete and submit the form to the Finance Committee for approval. The more detail provided by the station, the less time the approval process will take.

Mallory Stribling provided some suggestions regarding what information would be pertinent to include on the form as well as requiring an attached quote. Co-Chair Jim Kudla made a motion that once the form has been created, New Baltimore test it out for their HVAC request. The motion was seconded by Karen Moore and unanimously approved.

**c) Requirement for Contribution Disbursements** – Station Contribution disbursements are now conducted by code. Once audits are complete, the disbursement approval process is then sent to Deputy Chief Dale Kidwell, Belinda Deal in the Finance department, and the Fauquier County Treasurer Tanya Wilcox for review and subsequent approval. This current fiscal year, the audits will be the only basis of the disbursement process. It is anticipated that committee meeting attendance may be incorporated into the process for next fiscal year.

**d) Financial Reporting** – The Committee discussed and reached a consensus on the potential necessity of developing a standardized guidebook for station budget books, which would make them all uniform system wide. This may involve the incorporation or revision of line codes accompanied by clear definitions to enhance consistency.

**e) Audits** – Audits are presently underway and, as previously indicated, are the main factor of this year's disbursements.

**f) Budget Status** – The proposed budget was presented last Tuesday, reflecting a significant 3.7 percent increase, primarily driven by incoming costs allocated to the Fire and Rescue Fund. The Safer Grant is ending this year and entails the absorption of 26 new full-time employees (FTEs) as well as the 15 FTEs that were formerly supported by SAFER. Station contribution calculations have not changed from the current 3% however next cycle, the calculations will be thoroughly reviewed more in depth. A Public Safety work session is scheduled for next Wednesday March 13, 2024. It is anticipated that the budget will be formerly adopted by the 28<sup>th</sup> of March.

**g) Station Fundraising-** During discussions, it was emphasized that fundraising should be excluded from the station financial review process due to the unpredictability of their outcomes or for some stations, the capabilities. For certain stations, fundraising serves as a supplementary source of income to their contributions received by the county. Mutual support among stations, whether through social media or other means, was identified as a valuable means of assistance with fundraising.

## **V. Adjournment**

Deputy Chief Kidwell adjourned the meeting at 11:30 a.m.

The next meeting is scheduled for April 2, 2024 at 10:30 a.m. at the Fauquier Agriculture Extension Office.