



Fauquier County Fire Rescue System

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Kalvyn Smith, System Fire Chief
James K. Swain, Chair
Natasha Lorenzen, Co-Chair
Dale Kidwell
Blane McGlothlin

APPROVED

EXECUTIVE COMMITTEE

03/25/2024 Minutes

Committee members present: Chairperson Kevin Swain, Co-Chairperson Natasha Lorenzen, Deputy Chief Dale Kidwell, System Chief Kalvyn Smith

Staff members present: Executive Assistant Lindsay Flippo, Battalion Chief RJ Arft (Health and Safety Committee Chair)

I. Call to Order

Chairperson Swain called the meeting to order at 9:05 AM.

II. Adoption of the Agenda

Chairperson Swain made a motion to adopt the agenda with the addition of the Post Incident Analysis Operating Procedure and Forms. 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 February 20, 2024. Deputy Chief Kidwell seconded the motion, and it was unanimously approved.

IV. Agenda Items

a. Guest/Citizen – None Present.

b. Sub-Committees – nothing to discuss.

c. Uniform Rank Operating Procedure – Operating Procedure (OP) 113, Uniform Rank, was presented to the committee for discussion. Questions raised on the members of the oversight committee, will be utilized. DPO was updated to reflect the correct ranks. HIPPA was also removed because it is a requirement for membership/career. The questions was raised as to what we will do to identify chiefs on an incident scene who don't meet the requirements of OP 113 but wear the white helmet and qualify under the grandfather clause. It was decided to bring that question to the Fire Ops group for discussion.

Deputy Chief Kidwell made motion to adopt OP 113, Co-Chair Lorenzen seconded the motion, and it was unanimously approved.

d. Third Party Notification Access – A draft OP for managing third party notification access, such as First Due, CAD, etc, was presented to the committee by DC Kidwell. Chairperson Swain inquired about Warrenton Fire's PIO/social media person. These apps do allow for restriction of information, as to not violate privacy.

Co-Chair Lorenzen made a motion to adopt this new OP. Deputy Chief Kidwell second the motion and it was unanimously approved.

- e. **Personal Equipment Operating Procedure** – A draft OP for a proposed personal equipment purchase and maintenance policy for Fauquier County Fire Rescue personnel was presented to the committee by Health and Safety Committee Chair RJ Arft. It was discussed at the last H&S meeting and decided that the committee would present the OP to the Executive Committee for their feedback and to discuss the scope of the policy, whether it should be for FCFR members, or all system members.

The Executive Committee decided it would be better for now to have this policy remain under the scope of FCFR personnel and maybe bring it system-wide at a later date. The policy was sent back to the Health and Safety Committee for final review.

- f. **Burn Building Policy and Manual** – Deputy Chief Kidwell presented a draft OP and manual for discussion in reference to the system's training facility located in Warrenton. The 5-year inspection is coming up, it was discussed that there should be procedures in place for things such as maintenance and repairs.

Deputy Chief Kidwell made a motion to adopt this new OP. Co-chair Lorenzen seconded the motion and it was unanimously approved.

- g. **Incident Analysis and After-Action Policy** – A draft OP and its corresponding forms were presented to the committee for review. This OP was created for uniformity in incident analyses and after-action reviews across the system. IT was decided to table these until next month for time to review and comment.

h. **Roundtable**

1. Scott Ross is the new assistant chief of Warrenton.
2. Association meeting – adding the discussion topics to committees and sub-committees, as well as asking committee personnel to come to the Executive Meetings to present committee reports/updates.
3. System members reached out to Five o'clock, third Thursday of the month for executive meetings.

V. **Action Items**

- a. Flow Chart for Executive Committee and reporting. Fire/EMS/Administrative.
- b. Discuss at Fire Ops for how to address identifying those officers on the incident scene who don't meet the minimum uniform rank.
- c. Presented OPs approved through the Committee will be sent for final review and dissemination.

VI. **Adjournment**

Chairperson Swain made a motion to adjourn at 10:30 AM. Motion seconded by Co-Chair Lorenzen and it was unanimously approved.

The next meeting is scheduled for April 18th, 2024 at 5 PM at Fauquier Health.