



**Fauquier County
Fire Rescue System**

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*Battalion Chief Rich Cluff, Chair
Chief John Kane, NBVFR, Co-chair*

APPROVED

EMS COMMITTEE

03/19/2024 Minutes

Members present: Chairperson Rich Cluff, FCFR Battalion Chief, Co-Chair John Kane, NBVFR Fire Chief, John Larsen, WVFC, Joe Williams, RVFR, Mike Proper, MVFR, Danelle McCloy, TPVFR, Dave VanBuskirk, CVFR, Jim Kudla and Taylor Goodman, OVFR, Natasha Lorenzen, FCFR Deputy Chief, Rob Smith, FCFR Battalion Chief, Lisa Palmer, Washington Vol. Fire Rescue, Sheila Walter, Amissville Vol. Fire Rescue, Dr. Michael Jenks, Fauquier County OMD, Doug Monaco, Little Fork Vol. Fire Chief, Executive Assistant Lindsay Flippo

I. Call to Order

Battalion Chief Cluff called the meeting to order at 1901 hours.

II. Adoption of the Agenda

The agenda was presented to the committee. Dave VanBuskirk made a motion to approve the agenda as written, Jim Kudla seconded, and it was unanimously passed.

III. Approval of the Minutes

Minutes were presented to the committee. Dave VanBuskirk made a motion to approve the minutes as written, John Kane seconded, and it was unanimously passed.

IV. Guests/Citizens

- a. No guests/citizens were present.

V. Old Business

- a. One EMS Agency License – Chairperson Cluff asked each company representative present if they would join FCFR under one EMS Agency License. All companies agreed to join with the exception of Co. 1 Warrenton, who abstained from the vote pending discussion with their Board of Directors. Chairperson Cluff made a motion for all companies with exception of Co. 1, to combine under Fauquier County Fire Rescue's Virginia EMS license. Dave VanBuskirk second the motion and it was unanimously approved.

A question was brought about asking who will be the superuser admin for the volunteer EMTs through the Office of EMS. It was proposed that Target Solutions be utilized by volunteers to track training files for each company. Chief Kidwell will make sure Target Solutions is updated for each company to be able to input their files for tracking.

- b. Pharmacy Regulations for EMS Agencies – With the combination of our agencies under one EMS License, we will move forward with obtaining the DEA license and control substance permits. We will also begin working on the security measures, protocols, and logistic workflows to meet these regulations. We are still working through the budget process as well for costs associated with the regulations.

- c. AEMT Class - May 14-Nov 21. Training announcement will be going out later this week. Tuesday/Thursday night/every other Saturday schedule.
- d. Operating Procedure/Precepting Manual Updates – Capt. Shields presented the committee with his changes for feedback. The committee will table these updates for one month for everyone to review and discuss next meeting.

VI. New Business

- a. Handtevy Application Purchase – Chairperson Cluff asked each company representative present if they would be willing to help pay for the Handtevy App for our system EMS providers, with the possibility of using Four for Life funds from the State to pay. If each company put in a portion, it would bring the total to \$750 from each company. Everyone agreed with the exception of Co. 8, whose representative was not present.

With the date of the Handtevy App invoice fast approaching, Chairperson Cluff made a motion to move forward with the purchase of the Handtevy App, pending company 8's agreement. It was seconded by Natasha Lorenzen and motion was unanimously approved.

- b. Protocol Committee – Each company representative was asked if they had chosen someone for the protocol committee. Companies 1, 4,7,8 and 11 did not have anyone selected. Joe Williams from Co. 2, Mike Proper from Co. 3, and Haley Silvernail from Co. 10 were chosen. The other companies will reach out again for interest.

VII. Roundtable

- a. With one agency license, keep transparency and open communications. Committee members need to take their information back to their membership.
- b. Joe Williams would like to propose an admin to be assigned to the volunteers under the one EMS license, to help facilitate the amount of information that will be coming in as we move to one EMS license, to include training files, fleet maintenance files, etc. Mr. Willimas made a motion to request this position. The motion did not get a second and the motion failed. PSTrax can be utilized for vehicle maintenance, Target Solutions can be utilized for training records collection.
- c. New members under one license – working with Bobby Tarr, volunteer coordinator, during onboarding, and once fingerprinted can join fully.

VIII. Action Items

- a. Remaining companies reach out for interested protocol committee members.
- b. Reach out to Company 8 on the if they would like to put forth funds for Handtevy.
- c. Review the operating procedures and precepting manual updates from Capt. Shields.

IX. Adjournment

Motion to adjourn made by Co-Chair Kane at 1958 hours. Jim Kudla seconded the motion, and it was unanimously approved.

Next meeting is scheduled for 2024, at 1900 hours at Fauquier Hospital.