



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

04/18/2024 Minutes

Committee members present: Chairperson Kevin Swain, Co-Chairperson Natasha Lorenzen, Deputy Chief Dale Kidwell, 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 5:07 PM.

II. Adoption of the Agenda

President McGlothlin made a motion to adopt the agenda. Deputy Chief Kidwell 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 March 25, 2024. Deputy Chief Kidwell seconded the motion, and it was unanimously approved.

IV. Agenda Items

- a. **Guest/Citizen** – None Present.
- b. **Sub-Committees** – Minutes from all sub-committee were presented, with discussion on how sub-committees can present in-person possible initiatives, purchases, and operating procedures to the Executive Committee. Should there be a representative at the meetings from the sub-committees? Will work on a flow with reference to committee reports from Association.
- c. **Association Committee Reports Adoption** – if the association dissolves, what will happen to the committee reports delivered? Taking the association agenda and adopting it to our agenda, where subcommittees will report to the Executive Committee. This way, system members will be able to get updates on subcommittees and other important information and happenings within the County and System-wide.
- d. **Mid-Year Funding Requests** – This operating procedure is currently being test-run with New Baltimore Vol. Fire Rescue on a purchase using this procedure. This operating procedure and accompanying form will be tabled until the next meeting for review and comments.
- e. **Incident Analysis and After-Action Policy** – After reviewing and discussing, the committee agreed it was good to release system-wide. Co-Chair Lorenzen made a motion to release the operating procedure and its associated forms. President McGlothlin seconded, and it was unanimously approved.

f. **Meeting Times** – having meetings on every third Thursday will not work with President McGlothlin’s shift schedule. Discussion on alternating days every other month. Also hold them at 6:30 pm to help boost attendance from volunteer system members.

g. **Roundtable**

1. **Fire Marshal fire watch** – there is a form used by the fire marshal for county businesses to use when their smoke alarm/sprinkler system is down, and they have to physically check the premise every 15 minutes for fire. Will look into getting this form into more system members’ hands for utilization around the county.
2. **Marshall new rescue** – purchasing a new used Rescue for 3. It will be delivered sometime after Marshall’s Rescue Engine is placed in service. It will come with equipment, too!

V. **Action Items**

- a. The committee will work to complete a flow chart for sub-committees to utilize when presenting to other committees as well as the Executive Committee.
- b. The fire watch form will be distributed to the system for better implementation within the county.

VI. **Adjournment**

Co-Chair Lorenzen made a motion to adjourn at 6:16 PM. Motion seconded by Deputy Chief Kidwell, and it was unanimously approved.

The next meeting is scheduled for May 22nd, 2024 at 6:30 PM at Fauquier Health.