



**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*

FINANCE COMMITTEE MINUTES

**Wednesday June 12, 2024
Warrenton Volunteer Fire Company
Basement Classroom
6:30 pm – 8:30 pm**

The Finance Committee met on Wednesday June 12, 2024, at 6:30 p.m.

Committee members present at the meeting were: Fire Rescue Systems Chief Kalvyn Smith, Chairperson Deputy Chief Dale Kidwell, and Co-Chair Jim Kudla.

Fauquier County Government staff members present were County Administrator Janelle Downes, Deputy County Administrator Mallory Stribling, Treasurer Tanya Wilcox, Finance Department Accounting Manager Belinda Deal, FCFRS Administrative/Accounting Manager Dana Park, FCFRS Volunteer Accounts Coordinator Trish Jackson, and FCFRS Administrative Specialist Heather Kidd.

Volunteer station members present were Company 1 Assistant Chief Scott Ross, Company 1 President Patricia Koglin, Company 1 Treasurer Geoffrey Grambo, Company 2 President Butch Grimsley, Company 2 Treasurer Debra Kuhn, Company 3 Treasurer Brenda Payne, Company 4 President Eric Irvine, Company 10 Treasurer Jennifer Doolin, Company 10 Assistant Treasurer Laura Mraz, and Company 11 Treasurer Sharon Jenkins.

I. Call to Order

Committee Chair Kidwell called the meeting to order at 6:45 p.m.

II. Adoption of the Agenda

Co-Chairperson Jim Kudla made a motion to approve the agenda as presented. The motion was seconded by Jennifer Doolin and unanimously approved.

III. Approval of the Minutes

The minutes from the April 2, 2024, meeting was unable to be adopted as there weren't enough committee members present to vote.

IV. Agenda Items

a) Mid-Year funding request process/forms – Company 10 Treasurer Jennifer Doolin confirmed that the previously submitted funding request form could be withdrawn, as the station is now capable of meeting the need independently. Additionally, she recommended that the committee request a station's current quarterly report or P&L statement when reviewing funding requests to better assess the financial requirements.

- b) Station Budget Books** – FCFRS Accounts Coordinator Trish Jackson addressed the importance, though not mandatory, for stations to input all costs associated with their station, additional details, and/or updated fleet pictures. Trish also requested consistency across all stations suggesting documenting zero for expenses in unused line codes rather than deleting them. During her review of various line codes, Trish highlighted that fire training codes can encompass trips, conferences, and training exercises. She emphasized the significance of reporting both in-house and career staff training to facilitate budgeting within the training line codes. Chairperson Kidwell added that volunteer stations have access to the burn building, with expenses limited to straw costs for burns and potential overtime costs for DFREM facilitators upon request.
- c) Quarterly Reports** – The quarterly reports have been reformatted to coincide with the station budget books. Trish Jackson is going to send out quarterly reporting reference guides to everyone for a better understanding of where to put items, so that every station is reporting items in the same categories. She will be working with each station over the next few months to make sure all station budget book templates for FY25-26 are in sync.
- d) Budget** – Deputy County Administrator, Mallory Stribling, announced that for the upcoming fiscal year, all stations will see a 3% budget increase. Looking ahead, she emphasized the committee’s role in developing a new funding distribution formula. She highlighted the importance of input from all station representatives for a comprehensive discussion on this matter.
- e) Chapter 9 Financial Reporting** – The VFRA financial policy remains active, however it has been retitled as the FCFRS financial policy. Standardizing reporting templates could benefit all financial members within the system. Trish Jackson recommended utilizing memorized reports in QuickBooks, which has proven highly effective in the past. There was also discussion about online bill pay, although it is not currently approved, there is potential for future consideration. If implemented, it would require streamlined processes and a two-point verification system. Deputy County Administrator Mallory Stribling offered to provide temp-support to stations for technical assistance with QuickBooks to ensure all stations are up to date with their reporting, thereby enhancing alignment with reporting requirements.
- f) Guest** – There were no guests present at this meeting.
- g) Roundtable** – Fire Chief Smith informed the committee that at present, there is no established plan for Fauquier County to procure apparatus for the volunteer stations. However, the apparatus committee is actively meeting to develop a replacement plan for apparatus. In the future, a plan is scheduled to integrate local vendors as approved suppliers for repairs. Chief Smith is currently formulating a plan to implement a mobile fleet technician or mechanic dedicated solely to Fire and Rescue apparatus. This initiative aims to reduce the downtime of multiple apparatus simultaneously. Fauquier County Treasurer Tanya Wilcox expressed gratitude for the invitation to the meeting, emphasizing that the Treasurer’s office is committed to ensuring smooth processes and is open to feedback from all stations. County Administrator Janelle Downes conveyed appreciation for everyone’s attendance at the meetings and for their valuable input.

V. Adjournment

Chairperson Kidwell adjourned the meeting at 7:35 p.m.

The next meeting is scheduled for Wednesday July 10, 2024 @ 6:30 p.m. at Warrenton Volunteer Fire Company in the Basement level classroom.