



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

## **FINANCE COMMITTEE MINUTES**

**Wednesday July 10, 2024**  
**Warrenton Volunteer Fire Company**  
**Basement Level Classroom**  
**6:30 pm – 8:30 pm**

The Finance Committee met on Wednesday July 10, 2024, at 6:30 p.m.

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

Fauquier County Government staff members present were Deputy County Administrator Mallory Stribling, Treasurer Tanya Wilcox, Finance Director Karl Kuszaj, 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 President Patricia Koglin, Company 1 Treasurer Geoffrey Grambo, Company 2 President Butch Grimsley, and Company 3 Secretary Brenda Payne.

### **I. Call to Order**

Committee Chairperson Dale Kidwell called the meeting to order at 6:39 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 Jenn Greer and unanimously approved.

### **III. Approval of the Minutes**

Co-Chairperson Jim Kudla made a motion to approve the June 12, 2024 meeting minutes as presented. The motion was seconded by Karen Moore.

### **IV. Agenda Items**

**a) Station Budget Books** - There were no questions regarding the books, however if anyone has any questions, Trish Jackson stated that they are welcome to call her, and she will help them.

**b) Budget** – Director of Finance Karl Kuszaj reported that Victoria Moore, who formerly did the EMS billing and ARR reports, is no longer working in the finance department, so some of these responsibilities may be assigned to FCFRS Admin/Accounting Manager Dana Park. The rest of the responsibilities will be absorbed by the finance department. Karl also announced that,

per Melissa Pitts, there will be further revenues and expenses up until September/October timeframe however final FY24 is forthcoming in a few months. The question was asked, "What does the ARR line code fund?". Budget Manager Jenn Greer reported that the ARR funding was formerly utilized for 15 DFREM positions and the funding of new ambulances, to include the upkeep of the trucks and the expenses to restock the medical supplies on them. Karl announced that if the committee would rather see the ARR reports in a different format or quarterly instead of monthly, just send him the request. Jim Kudla requested a historical report on the ARR expenses, and it was agreed that they would be able to prepare those for the October meeting.

**c) Committee Spending Focus** - Co-Chairperson Jim Kudla made the statement that it would be beneficial for the system to know what every committee's budget goals each year are. In addition, he stated that to assist with the allocation of funds between committees, it would be good to find out historical budgets and expenses. The request was made that a budget book be created for each 270-line code committee, allowing a better understanding of expenses to be made. Trish reported that this past fiscal year, the 270 budget went towards contractual increases and overtime salaries. Dale and Trish are going to work on a 270-line code budget book to present at the next meeting.

**d) Guest** - Karl Kuszaj introduced himself as he is the new Finance Director of Fauquier County. Deputy County Administrator, Mallory Stribling, announced that as of today, all station contributions were approved and will be released in total by the end of next week. She reported that all stations passed their 2023 audits and that she was very pleased with everyone's hard work on these!

**e) Roundtable** - Company 1 Treasurer Geoff Grambo requested a copy of quarterly reports of other stations. It was mutually agreed by everyone in attendance that each station's financial information is public knowledge and ok to share, so Trish will bring a copy for everyone's review at the next meeting. With Jenn Greer taking on the role of the Office of Management and Budget Manager, Dana Park will now be attending the Finance Committee meetings in Jenn's place, as she is now the FCFRS Accounting/Administrative Manager. Jenn announced that she will still be available as needed to Dana and everyone. Company 2 President, Butch Grimsley, initiated a discussion regarding the death benefit and how much it costs. Chairperson Deputy Chief Dale Kidwell said he will be following up on this in the coming weeks. Butch Grimsley also initiated discussion regarding a new contribution formula for volunteer stations. The finance committee will need to work with the County Administration to formulate a new contribution distribution formula, explaining why each station gets what they receive. Mallory Stribling stated that the budget will be proposed in February, so if this committee can create or update the current distribution formula, that would be the perfect time to present it to the county for approval. Karl Kuszaj reported that he formerly took some training regarding generating reports and is happy to alter the reports as requested with further information. Fauquier County Treasurer Tanya Wilcox expressed her gratitude and appreciation to all members and volunteers on their audits. She confirmed that she approved the station contributions today, therefore they will be dispersed on Friday July 12<sup>th</sup>.

V.

### **Adjournment**

Jenn Greer made the motion to adjourn the meeting at 7:20 p.m. the motion was seconded by Company 1 President Pat Koglin and unanimously approved.

The next meeting is scheduled for Wednesday August 14, 2024 @ 6:30 p.m.