



Fauquier County Fire Rescue System

30 John Marshall Street
Warrenton, VA 20186
Phone (540) 422-8800 Fax (540) 422-8813
www.fauquierfirerescue.org

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

APPROVED

EXECUTIVE COMMITTEE

05/22/2024 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, FCFR Captain Matthew Shields, FCFR Technician Carlos Chavez

I. Call to Order

Chairperson Swain called the meeting to order at 6:30 PM.

II. Adoption of the Agenda

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

III. Approval of the Minutes

Co-Chairperson Lorenzen made a motion to approve the meeting minutes from April 18, 2024. President McGlothlin seconded the motion, and it was unanimously approved.

IV. Agenda Items

A. Guest/Citizen – Nothing to Present.

B. Sub-Committees

- 1. Budget & Finance** – The mid-year funding operating procedure and form were presented to the committee. New Baltimore had placed a request for funding, however contacted the committee to rescind their request. For all future requests, the committee will review the form and make the decision to approve or deny the request. After committee review, President McGlothlin made a motion to approve the operating procedure and form. Co-Chair Lorenzen seconded, and it was unanimously approved.
- 2. Recruitment & Retention** – Vol. Coordinator Bobby Tarr was unable to attend the meeting, however, he did send a report for the committee regarding volunteer membership. We had a total of 33 new volunteers, 16 resignations and 1 death. The total number of volunteers is 591. There are also currently 12 applicants in the process. On Friday, May 31, we will be passing out volunteer recruitment post cards at Chick-fil-a from 11 – 2. If there are volunteers available to help that day, please contact Bobby.
- 3. Training** - There are 9 signed up for EMT A. The class will be at the Armoury. Mix of Career and Volunteers, and there are a few from surrounding jurisdictions.

- 4. EMS Operations** – Captain Matthew Shields was on hand to present and answer questions regarding Operating Procedures 300.28 Provider Field Status and 309 EMS Re-Entry as well as the System Precepting Manual, which were updated for system members who wished to be preceptors as well as those currently precepting. The changes were voted and approved at the EMS Committee Meeting April 30th, 2024. Co-chair Lorenzen made a motion to approve the operating procedures and precepting manual updates. Deputy Chief Kidwell seconded, and it was unanimously approved.

In regards to one EMS license, BC Cluff and Bobby Tarr are working to mainstream volunteer fingerprinting for background checks. If a system company is/was due for an EMS license, the inspections have been pushed back to the end of the year to accommodate the merge under one license.

- 5. Fire Operations** - the system's gear committee will be presenting at the next Fire Ops meeting regarding new gear purchases for all system members.
- 6. Special Operations** – Chairman Eddie Payne was not able to be present but did pass along the following information: The gas/CO meters were purchased with a delivery date June 30th. The total cost was \$71,809.80. The total number ordered - 27 4-gas, 11 5-gas, and 28 CO meters, to include incoming apparatus and training. We are also going to be ordering some special ops supplies to replenish our stock by the end of the fiscal year.
- 7. Health & Safety** – The committee released a Sleep Study survey to gauge sleep deprivation within the FCFR department, as well as suggestions for improving sleep for our staff. The committee plans to review the data and present to the system. The next meeting is scheduled for June 12th, at 9AM at EMS 1. DC Kidwell also reported that Station 5 and 3 have been air sampled, using a monitoring device to gauge air quality throughout the stations and with personnel. At EMS 3, there was also testing of the popcorn ceiling for asbestos. The information should be reported in a week or two. He will report out to the system with findings. The system has also put in a grant for Ward Diesel “No Smoke”, and are waiting to hear on the outcome.

- C. System Committee Reporting Structure** – There is still a bit of confusion regarding committees and sub-committees reporting to the Executive Committee. It was suggested that a structure on reporting to the Executive Committee should be established. A flow chart was presented to the committee for review. It was decided that three committees will report directly to Executive Committee, and the subcommittees will be distributed amongst those committees for reporting. A policy will be developed to give subcommittees and work groups direction on reporting.

A meeting with the executive committee and the chair and co-chairs of the Fire Operations, EMS Operations, and Financial and Budgetary Committee, will take place in the near future to review this proposed structure for approval and implementation to the system. The date and time are TBD, as to accommodate upcoming commitments from committee members.

D. Roundtable

- 1. Death benefits for volunteers** – Discussion on reviewing the process.
- 2. VFRA** – Tom Marable stepped down as president. There was no quorum, so the next meeting will be held for the possible dissolution of the association.
- 3. Crewapp** – was bought by squaresite. Would like to look into other types of apps to replace crewapp. One such possibility is Chief360. FCFR demo'd with the company and will open up to the volunteer members to review as well.

V. Action Items

- A.** The committee members will brainstorm a reporting structure that we could develop to give to other committees. Will also look into a putting together a work session with committee members to discuss what they would want and like as well.

VI. Adjournment

Chairperson Swain made a motion to adjourn at 8 PM. Motion seconded by President McGlothlin, and it was unanimously approved.

The next meeting has not yet been scheduled.