



**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*

**Approved**

**FINANCE COMMITTEE MINUTES**

**Wednesday August 14, 2024  
Warrenton Volunteer Fire Company  
Basement Level Classroom  
6:30 pm – 8:30 pm**

The Finance Committee met on Wednesday August 14, 2024, at 6:30 p.m.

Committee members present at the meeting were: Fire Rescue Systems Chief Kalvyn Smith, Chairperson Deputy Chief Dale Kidwell, Catlett Volunteer Fire Department member Karen Moore, and FCFRS Admin/Accounting Manager Dana Park.

Fauquier County Government staff members present were County Administrator Janelle Downes, Deputy County Administrator Mallory Stribling, Finance Director Karl Kuszaj, FCFRS Volunteer Accounts Coordinator Trish Jackson, FCFRS Captain Rodney Woodward, and FCFRS Administrative Specialist Heather Kidd.

Volunteer station members present were Company 2 President Butch Grimsley, Company 2 Treasurer Debra Kuhn, Company 8 Chief John Woodburn III, and Company 11 Treasurer Sharon Jenkins.

Special Ops committee Co-Chair Rodney Woodward was also present.

**I. Call to Order**

Committee Chair Kidwell called the meeting to order at 6:33 p.m.

**II. Adoption of the Agenda**

Karen Moore made a motion to approve the agenda as presented. The motion was seconded by Debra Kuhn and unanimously approved.

**III. Approval of the Minutes**

Karen Moore made a motion to approve the July 10, 2024 minutes as presented. The motion was seconded by Chairperson Kidwell and unanimously approved.

**IV. Agenda Items**

**a) Review of Fund 270 Budget & Expenses** – Trish provided each station representative a booklet which contained a breakdown of the budget and expenses over the last five years. She stated that each year, the leftover funds are split between fund balance and CIP. Currently it's projected that FY24 will have an unencumbered amount of \$268,302.00. This is a decrease from FY23, which she anticipates a decrease in leftover funds each year. If anyone has any questions

or would like a further explanation of the funding, she is more than willing to help and answer questions.

**b) Budget/ Station Quarterly Reporting** – Trish reported that in the Chapter 9 ordinance, there is a requirement that each quarter, stations are provided budget reports, so Trish will be presenting those at the next meeting in September. She will have those prepared quarterly to share with the committee.

**c) Company 4 accounting services** – The Plains Volunteer Fire Department recently hired Noah as the new accountant for their department. He has been interacting frequently with Trish which has been super helpful. He was invited to attend each monthly meeting going forward.

**d) Improving Contributions & current contribution funding** - Trish stated that the Board of Supervisors approved a 3% increase for the station's contributions this year. There was discussion regarding the formula which generates the total contribution that each station will receive from the county. Dana Park reached out to other localities regarding their contributions and benchmarking. She stated that each locality has different equations and explanations to explain the contribution per station. Some base their equation off actuals or call volume, others make a payment towards a station's apparatus, while others pay a flat rate contribution. Just a reminder of the VDFP Grants and Four for Life which are paid out twice a year. These are based off receipts submitted by the stations. In FY23 there was a \$15,000 gas stipend given to each station.

**e) Guest** – There weren't any guests in attendance at the meeting.

**f) Roundtable** - With the new budget book spreadsheets, Sharon Jenkins requested that fundraising be relocated from the administration line code so that it will present clearer as to how much funds were collected and how much was spent each year. Trish is going to make the change and have everyone their updated budget books within 1-2 weeks which will include the newly organized line codes.

## **V. Adjournment**

Karen Moore made a motion to adjourn the meeting at 7:02 p.m. The motion was seconded by Trish Jackson and unanimously approved.

The next meeting is scheduled for Wednesday September 11, 2024, at 6:30 p.m. at Warrenton Volunteer Fire Department in the basement classroom.