



Fauquier County Fire Rescue System

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

BUDGET & FINANCE COMMITTEE MINUTES

**Wednesday, May 14, 2025
Warrenton Volunteer Fire Company
Basement Level Classroom
6:30 PM – 8:30 PM**

Committee Members present: Deputy Chief Dale Kidwell, Jim Kudla, Co-chair, Orlean VFD, Steve Hannaman, Treasurer, Catlett VFD, and Dana Park, Accounting Manager.

Other Attendees Present: Chief Kalvyn Smith, Janelle Downes, County Administrator, Mallory Stribling, Deputy County Administrator, Belinda Deal, Finance, Kristen Hylton, Finance, Trish Jackson, Volunteer Accounts Coordinator, Captain Rodney Woodward, Scott Ross, Chief, Warrenton VFD, Sharon Jenkins, Treasurer, Orlean VFD, Lindsay Flippo. Associates with NJP Accounting, TPVFR, Karen Moore, Catlett VFD, Butch Grimsley, President, Remington VFD, John Kane, Chief, New Baltimore VFD, Brenda Payne, Secretary Treasurer, Mary Luliano, Treasurer, Marshall VFD, Connor Jarvis, OMB Analyst.

I. Call to Order

Committee Chairperson Kidwell called the meeting to order at 1830 hours.

II. Adoption of the Agenda

Chairperson Kidwell made a motion to adopt the agenda, Co-Chair Jim Kudla seconded, and it was unanimously approved.

III. Approval of the Minutes

Chairperson Kidwell made a motion to adopt the agenda, Co-Chair Jim Kudla seconded, and it was unanimously approved.

IV. Agenda Items

A. Funding Review

1. EMS Operations Committee - Co-chair John Kane, no purchases until new budget year.
2. Logistics - Procurement and Trish are to get new computers. Currently awaiting the quote from IT.
3. Specials Operations Committee – Captain Woodward sent some invoices to Trish. They will be good through next year. Will need to replace rope in the coming fiscal year. Deputy Chief Kidwell will discuss it with Eddie Payne.

B. New Business

1. **Capital Projects:** Station 13, Lois - construction is moving forward and the building is under roof. HVAC system is installed, 30-40% of brickwork is complete, and framing and windows are in progress. The project is still on schedule for completion. Station 5, Upperville - General services kitchen renovation begins next week. Supplies have been received (cabinets and flooring). Crews will also be doing some work. Waiting on the bathroom remodel.
2. **Volunteer Financial Management Policy:** Kristen Hylton from procurement presented the committee with the updated policy. Most of the changes were to the procurement section. Requirements; any amount over \$10,000 will need four bids and has a \$150,000 limit. This is to be adopted by the Board of Supervisors, June 12. Stephen Hannaman inquired about the associated form for four bids. What happens if you cannot obtain four bids? Ms. Hylton responded if you cannot get four bids, at least make an attempt to get the four bids and show it on form. Once the policy is approved by the board, it will be sent electronically to the system.
3. **Selection of Committee Chair:** Deputy Chief Kidwell will be stepping down as chair but will still be a committee member. It would be beneficial for volunteer system members to have more representation. Jim Kulda offered to take the Chairperson position, and a motion was made by Stephen Hannaman to accept Mr. Kudla as the new Chairperson. Brenda Payne seconded the motion, and it was approved. With the Co-chair seat vacant, Jim Kudla nominated Stephen Hannaman as the new co-chair. Deputy Chief Kidwell seconded the motion, and it was approved.

C. Old Business

No old business to discuss.

D. Roundtable

1. Trish Jackson: Four for life has been approved. Treasury will be receiving a check within the next week. Companies should receive their funds between June and July. Maintenance and upkeep disbursement will be coming next Friday. The end-of-year deadlines; all goods received by June 2025. POs must be in by May 16. Pcards are not to be used from June 12 to July 1.
2. Belinda Deal: Station audits were discussed. Andrew is still looking at financial statements, but looking at June 5, 6, or 13 for possible meeting dates. Steve Hannaman inquired about stations who would not be able to make it. Belinda will be reaching out to external auditors to discuss other possible dates.
3. Chief Smith: Discussed the frequency of the committee meeting. Quarterly seems to be too much time between meetings as things need to get approved. The committee agreed it would be good to start back monthly. Stephen Hannahman made a motion to go back to monthly meetings the second Wednesday of every month starting in July. Jim Kudla seconded, and the motion was approved.
4. Chief John Kane: Talked about the executive meeting. Everyone is invited to attend. The meetings are the third Thursday of each month. However, the next meeting will be held on May 22, at 1900 hours.

V. Adjournment:

Meeting was motioned for adjournment at 1936 hours.

The next meeting will be held July 9, 2025 at 1830 hours at the Warrenton Fire Station in the basement training room.