



# Fauquier County Fire Rescue System

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*Battalion Chief Rich Cluff, Chair  
Chief John Kane, NBVFR, Co-chair*

**APPROVED**

## EMS COMMITTEE MINUTES

**09/16/2025**

Present: Tom Litchford, WVFC, Joseph Williams, RVFR, Danielle McCloy, TPVFR, Petra Williams, GVFR, Edward Sonifrank, WTC, Dr. Michael Jenks, Fauquier County OMD, Executive Assistant Lindsay Flippo

- I. **Call to Order**  
Executive Assistant Lindsay Flippo called the meeting to order at 1902 hours.
- II. **Adoption of the Agenda**  
The agenda was presented to the committee. Danielle McCloy made a motion to adopt the agenda. Joe Williams seconded, and it was unanimously approved.
- III. **Approval of the Minutes**  
The minutes from the August 5th, 2025 meeting were presented to the committee. Danielle McCloy made a motion to approve the minutes as written, Joe Williams seconded, and it was unanimously approved.
- IV. **Guests/Citizens**
  - a. There were none present.
- V. **Training**
  - a. Fall EMT started August 16<sup>th</sup> and there are 16 students in the class. Spring EMT is in the planning stages and information will be released soon. Mandatory EMS Callback training for FCFR personnel is currently scheduled October 14-16, and 20-22, starting at 0800 hours at the Armory. This training will include the new protocol overviews, a GlideScope practical, an Assure Prism glucometers practical, and other skills trainings/rollout. Captain Shields also reached out to volunteer system members to discuss a night EMS training on the October 14-16 dates. Currently Tom Litchford is contacting EMS personnel at Warrenton for the training.
- VI. **Pharmacy**
  - a. Pharmacy Manager Petra Williams was on hand with a few updates. There has been a small uptick in compliance issues regarding tag colors and numbers. Please make sure you are updating PS Trax correctly so we can avoid these errors, as it creates more work for Petra. She is also working with PSTrax to update the system as to avoid these errors. Please make sure you are selecting the correct Kits and/or Bags, e.i., first in kits instead of CS kits. Again, please be careful when typing and just type the first few letters. We need to keep due diligence, so take your time. For Paramedics, when you are staffing you MUST check in, and when departing check out. There are also issues with control numbers compliance with medications. Good compliance, otherwise, and communications with Perta regarding problems and errors. She also wanted to let all stations know that Fauquier County provides all EMS medication, so there should be NO individual station ordering their own medications. It ALL has to be tracked and

documented in PS Trax, from manufacturer delivery to the patient. Tom Litchford also asked about maybe adding a few more amounts of medications in the kits in case of drops or damage to help stop shortages on an incident.

## **VII. Old Business**

- a. Paramedic program through Laurel Ridge – Classes have begun, and everyone seems to be settling in nicely.
- b. Glucometers – Per Pharmacy Manager Petra, please stop using the old batteries and test strips for the glucometers. ALL former glucometer equipment needs to come back to the pharmacy via courier. Also, no one is allowed to switch out of the orange bags. Joe Williams asked if you could mark them for each unit, to which Petra said yes, you can mark them for whichever piece of apparatus you chose. They purposefully didn't mark them so you could decide their placement.

## **VIII. New Business**

- a. There was no new business.

## **IX. Roundtable**

- a. OP 300.28 – Tom Litchford had some questions regarding apparatus requirements with AICs and volunteers who are not released as AICs giving patient care. What is the release process? Dr. Jenks said what OMD says, if you are not released by the OMD, you are not allowed to practice. If they are not released, they shouldn't put themselves in a position to have to give patient care. Tom believes there needs to be more clarity in the process, maybe making the release process easier. Dr. Jenks addressed this, saying there can be discussion if it's too hard, but if you don't want to do it, then you can't do it. Tom will reach out to Chairperson Cluff and Captain Shields regarding reviewing and discussion. Warrenton has a stringent process, and it would be better to just simplify with a "release" as an AID. Joe Williams also brought up a need for a uniformed AID release, as there isn't one for everyone to use. Some don't want that leadership as AIC, but they do want to run calls. Also, the pathways to release and skills are there, but we just don't have the people showing up.
- b. Dr. Jenks – is now splitting his time between Fauquier and Fair Oaks, so if there are departmental issues, please let him know. If you have immediate problems, please reach out to Dr. Ahlers. Don't be afraid or hesitant to bring any issues that arise.
- c. REMS Council –NVERS will oversee two EMS councils, but those councils will continue operations. The money for expenses will be oversights. Joe Williams did a walkthrough of NVERS' facility and remarked it was very nice. There are more benefits from NVERS we can now utilize, too. As for our position on the REMS council, we will need to discuss staying on the board/council. Joe will contact Chairperson Cluff to start discussions.
- d. EMS Advisory Board – the next advisory board meeting is scheduled for November. They are currently restructuring, and will go from 21 subcommittees to 12 subcommittees, which will also be voted on in November. The hope is to streamline everything. You can also join online, as there will be a meeting link. The working groups will also hold meetings online, for transparency. You can find these on the advisory board part on the state EMS site.

## **X. Adjournment**

Motion to adjourn made by Joe Williams at 1943 hours. Danielle McCloy seconded the motion, and it was unanimously approved. The next meeting is TBD.