



Fauquier County Fire Rescue System

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

APPROVED

EMS COMMITTEE MINUTES

**Fauquier Hospital, 500 Hospital Drive, Sycamore Room
11/25/2025**

Present: Chairperson Rich Cluff, FCFR, Co-Chair John Kane, NBVFR, Tom Litchford, WVFC, Joseph Williams, RVFR, Danielle McCloy, TPVFR, Petra Williams, GVFR, Dr. Michael Jenks, Operational Medical Director, Captain Jordan Coleman, FCFR, Executive Assistant Lindsay Flippo

I. Call to Order

Chairperson Cluff called the meeting to order at 1900 hours.

II. Adoption of the Agenda

The agenda was presented to the committee. Tom Litchford made a motion to adopt the agenda. Danielle McCloy seconded, and it was unanimously approved.

III. Approval of the Minutes

The minutes from the October 21st, 2025 meeting were presented to the committee. Danielle McCloy made a motion to approve the minutes as written, Tom Litchford seconded, and it was unanimously approved.

IV. Guests/Citizens

a. There were none present.

V. Training

- a. Spring EMT is currently open for registration. CPR will be held on January 10th, the first day of the class, and the schedule will be Tuesdays, Thursdays, and Saturdays. Registration ends December 28th.
- b. Tom Litchford addressed the committee regarding the EMS Skills Drills, Back to Basics. The November 17th class went well, but they had hoped for more people. The topics covered included manual BPs and lung sounds. The next Skills Drills is January 28th. Tom and Sam Neglia have mapped the next few classes over the next year. They are looking at holding one every two months, with BLS drugs to be discussed in March. As a reminder, all are welcome!

VI. Pharmacy

- a. Petra Williams informed the committee that the drug bags transition is going well, as well as first-in kits. Pharmacy is currently working on updating the fridge kits, with a switch to pelican cases for better condensation control. All other aspects are working well, too.

VII. Old Business

- a. The new GlideScopes are now in service, and the McGraths have been removed. The new protocols are going well and there have been no issues that have arisen so far.

VIII. New Business

- a.** Precepting Program Updates – EMS Supervisor and new precepting program manager Jordan Coleman addressed the committee regarding updates to the system's precepting program. A survey was sent to collect feedback from active preceptors who are looking at the possibility of updating the program and procedures. Jordan wanted to get a workgroup together and review to the manual. There has been no real review within the last 5 years, and as we have grown as a system it is time to check it out. Jordan asked the committee if there may be some funds available to support this group, with the possibility of 3 volunteers and 3 career personnel to sit on the workgroup, as well as Dr. Jenks for a 1-day session. HE would also like to review OP 300.28 and OP 309, along with the EMT and Paramedic re-entry forms. Chairperson Cluff asked the committee how we could solicit the volunteers. Co-chair Kane suggested one from each battalion, and Joe Williams from Co. 2, Danielle McCloy from Co. 4, and Tom Litchford from Co. 1 were selected to find representatives and get back in touch back with Jordan in a couple of weeks with names. Tom Litchford then made a motion to allocate \$200 for supplies and support for this workgroup. Daneille McCloy seconded, and it was unanimously approved.

- b.** Active Provider list – Jordan Coleman has a completed list, with information that was sent to the Volunteer Chiefs, along with those who attended the 2025 EMS protocol update trainings and general orders announcing newly released providers. Deputy Chief Dale Kidwell will work with Jordan to send this information out to the volunteers. The precepting workgroup can also talk about the best way to inform people about their release status, but system members can always reach out to monitor as well. There was a suggestion to have Battalion Chief Rob Smith build and save an ImageTrend report that could be queried so when stations ask, they can have a list of who has run calls and when, in order to see if their providers are good to go. Jordan will head that report request with BC Smith. It was also suggested that this be a quarterly report, which all committee members were in agreement was the best for now.

IX. Roundtable

- a.** As a reminder, New Baltimore member and Paramedic Sam Neglia is willing to travel around the county and he will be there to help with skills drills and other trainings as needed, along with running calls.

- b.** Joe Williams addressed the committee, upset with the release status issues, as he did not receive any information regarding his release. Co-chair Kane asked about his documentation, and if he was documenting his patient care. Chairperson Cluff informed him that to be a released provider you must document, and the policy is pretty clear. Joe understood and will make sure every incident where he provided patient care is documented.

- c.** Co-chair Kane asked the committee members that if there are any other issues or projects you want to do, please let the committee know.

X. Adjournment

A motion to adjourn was made by Danielle McCloy at 1938 hours. Tom Litchford seconded the motion, and it was unanimously approved.