

A RESOLUTION DESIGNATING HEATHER L. KINCAID AS THE FIRE OFFICIAL FOR THE TOWN OF WARRENTON, VIRGINIA

WHEREAS, at its April 11, 2023 Regular Meeting, the Warrenton Town Council appointed Hunter A. Digges as the Town of Warrenton Fire Official, Property Maintenance Official, and Provisional Building Official; and

WHEREAS, Mr. Digges has faithfully served in those capacities and has carried out the duties and responsibilities assigned to those roles on behalf of the Town of Warrenton; and

WHEREAS, the Town Council recognizes that the responsibilities of the Fire Official, Property Maintenance Official, and Building Official are distinct and carry significant administrative, inspection, enforcement, and public safety obligations; and

WHEREAS, due to the operational demands of these positions and the increasing responsibilities associated with each role, the Town Council finds it appropriate and in the best interest of the Town to separate the duties of the Fire Official from the duties of the Property Maintenance Official and Building Official; and

WHEREAS, serving as both the Building Official, and Fire Official, may create situations where conflict of interests may occur. The Department of Community Development finds that it is important to separate these roles in the best interest of the Town; and

WHEREAS, Heather L. Kincaid was hired to the position of Code Enforcement Inspector on July 31, 2023, with the Town of Warrenton Department of Community Development; and

WHEREAS, in her role with the Department of Community Development, Ms. Kincaid has performed duties related to code enforcement, inspections, compliance, and the protection of public health, safety, and welfare within the Town of Warrenton; and

WHEREAS, the Virginia Statewide Fire Prevention Code establishes regulations for the protection of life and property from the hazards of fire, explosion, and related unsafe conditions, and provides for the administration and enforcement of such regulations; and

WHEREAS, local enforcement of the Virginia Statewide Fire Prevention Code requires a qualified Fire Official to administer and enforce applicable fire prevention regulations within the Town; and

WHEREAS, Ms. Kincaid has successfully completed the necessary training and certification requirements established by the Commonwealth of Virginia for service as a Fire Official; and

WHEREAS, Ms. Kincaid received her Fire Official Certification from the Commonwealth of Virginia on June 12, 2026; and

WHEREAS, on June 12, 2026, Ms. Kincaid completed the required training offered through the Virginia Department of Housing and Community Development and is recognized by the Commonwealth of Virginia as a Fire Official; and

WHEREAS, the Town Council finds that Ms. Kincaid's experience, training, certification, and service with the Department of Community Development qualify her to serve as the Fire Official for the Town of Warrenton;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Warrenton, Virginia, that Heather L. Kincaid is hereby designated as the Fire Official for the Town of Warrenton, Virginia; and

BE IT FURTHER RESOLVED that the designation of Heather L. Kincaid as Fire Official separates the duties and responsibilities of the Fire Official from the duties and responsibilities of the Property Maintenance Official and Building Official, which shall remain separately assigned by the Town as appropriate; and

BE IT FURTHER RESOLVED that Ms. Kincaid is authorized, upon completion of any oath or other administrative prerequisite required by law, to perform the duties and responsibilities of the Fire Official in accordance with the Virginia Statewide Fire Prevention Code, the Code of Virginia, and all other applicable laws, regulations, and ordinances.

ATTACHMENT: None

Votes:

Ayes:

Nays:

Absent from Meeting:

For Information:

Community Development Director

ATTEST: _____
Town Recorder