



WESTERN COVENTRY FIRE DISTRICT

1110 Victory Highway

Greene, Rhode Island 02827

Standard Administrative Procedure (SAP) Committee Meeting

May 3 2012

MINUTES

Members Present

Skip Mays

Richard Holt

John Humble

1. *Call to order, attendance, confirmation of posting and quorum.*

Mr. Humble called the meeting to order at 7:13 p.m.

2. *Acceptance of minutes of 12 April, 2012 meeting*

A motion was made by Mr. Mays and seconded by Mr. Holt to approve the April 12, 2012 meeting minutes.

3. *Review SAP 1110.01 Hiring Policy and Procedure as it relates to BOD wishes to continue efforts to establish a permanent chief's position.*

Arrangements were made to re-advertise the position of Chief in the Providence Journal, Warwick Beacon, and South County Newspapers. Applications will be taken until midnight of May 18th. The website will be updated. Mr. Humble will contact the Chief's Association. Previous applicants will be contacted and asked if they are still interested in the position.

4. *Update status of FLSA compliance effort and possible need for a SAP.*

This will be a document to direct how to do payroll. How to process and track time. When does a member's time start and end. A possible card swipe is discussed. This will be directed to a second SAP with definition of positions and criteria for pay scales. There is discussion of pay per call vs. hourly pay. Calls are seldom more than two hours. A management rule to avoid double dipping is suggested. A possible different rate for trainings.

5. *Review and possibly accept revisions to SAP 1211.20 Duties of the Board of Directors as it and the By-Laws relate to director resignation for absenteeism.*

Members discuss waiting for the By-Laws/Charter Committee to complete their review to make any changes to BOD absenteeism.

6. *Develop plan to update SAPs for duties of captains and lieutenants (SAP 1211.03, .04, .05, .06, .07, and .08.)* (Chief)*

Duties of firefighters and EMT's need to be looked at in terms of contracts, authority and responsibility for salaried positions, and prerequisites, testing, and training. This may wait for the new Chief. This SAP will be done before the contract is started. Question of how to handle level of participation in salaried positions. Suggested that there is the expectation that

they will respond to all calls when reasonably feasible and hope that the pay was not what encouraged them to go. Attendance will continue to be tracked. The committee will hold off on the Lieutenant SAP. They shy away from the use of the word management in reference to Lieutenant and will get the Captains input at some point.

Members don't feel it is necessary at this time to have a Deputy Chief.

7. ***Continue discussion to developing procedures for auditing practices (RH).***
Tabled to the next meeting.
8. ***Discuss further efforts to enhance department membership requirements/qualifications. (Skip/Chief)***
9. ***Discuss further efforts to update SAP 5102.00 Accident Reporting & Investigation/VFIS. (JH)***
10. ***Discuss further efforts to establish a HIPPA SAP. (Chief)***
11. ***Develop computer use SAP. (Robert Hevey to assist.)***
12. ***Education reimbursement SAP. (JH)***
13. ***Inventory control SAP. (Capt. Guastini/JH)***
14. ***Discuss possible need for SAP that defines membership benefits.***
15. ***SAP for tracking earned and accrued vacation and compensation time. (Capt. Guastini/JH)***
16. ***Any other SAP that the committee deems as being necessary or has been requested by the Board of Directors, District and/or Department officers.***
A policy for training reimbursement will be crafted for the next meeting.
17. ***Open Forum***
The cook-out will be held on either July 8th or 9th.
18. ***Schedule next meeting.***
Thursday, May 24, 2012 at 7:00 p.m.
19. ***Adjournment***
A motion is made by Mr. Mays and seconded by Mr. Humble to adjourn the meeting at 9:02 p.m. All voted aye.