



WESTERN COVENTRY FIRE DISTRICT

1110 Victory Highway

Greene, Rhode Island 02827

Standard Administrative Procedure (SAP) Committee Meeting

July 11, 2012

MINUTES

Members Present

John Humble

Richard Holt

Skip Mays

Clerk, Cheryl Wilcox

Member Excused

Chief Hall

1. ***Call to order, attendance, confirmation of posting and quorum*** – the Chairman called the meeting to order at 7:02 p.m. There is a quorum present and was posted at all required locations.
2. ***Acceptance of minutes of 13 June 2012 meetings*** – a motion was made by Mr. Mays and seconded by Mr. Holt to approve the minutes as written. All voted aye. Motion carried.
3. ***SAP for tracking earned and accrued vacation and compensation time pending finalization of contract language.*** - tabled
4. ***Recap SAP 1110.01 Hiring Policy and Procedure as it relates to interviewing practices and OMA*** – 4.6 regarding conducting interviews in accordance with the open meetings act was inserted.

A motion was made by Mr. Holt and seconded by Mr. Mays to accept the Hiring Policy as revised. All voted aye. Motion carried.

5. ***Discuss Department wide NIMS certification requirements and status*** – Mr. Mays would like to make sure that completion of NIMS levels should be consistent with the job titles. Mr. Humble will see if there is something that lists the courses and qualifications.
6. ***Discuss further efforts to specify in SAP format the department membership ratings and membership participation requirements*** – Mr. Mays wants to know if payroll should be changed to bring FLSA numbers in line in a way that wouldn't hurt the members. He thinks that NIMs can be considered in the 32 levels of payroll.
7. ***Update status of FLSA compliance effort*** –

8. ***Discuss the Charter/By-Laws Committee's proposed draft of changes as they relate to present SAP's*** – Mr. Holt reads section 12 that says this act shall take effect upon passage. It means to him that if the Legislation acts on this it's done and does not need to come back to taxpayers. Mr. Humble reads it to mean the opposite. If the Legislation makes a change, then yes, another special meeting is required. Section 13 says, the question of acceptance or rejection shall be sent to qualified voters within 60 days after the passage. Mr. Holt believes Sections 12 and 13 should be rewritten to say that if Legislators change what taxpayers have approved then there will be another meeting.

Article 4 – Mr. Humble questions the difference between officers and officials. He also questions the provision for staggering. Mr. Holt asks if there is a need for it.

Real Estate and tangible property that can be taxed is from the Town. The fire district doesn't have the ability to do that. Section 8.1 is discussed because it states that taxed property is determined by the Board of Directors.

9. ***Education Reimbursement Program Requirements SAP 7332.00 to include addressing program completion time table*** – Mr. Humble is working on this. It will apply to members and Board of Directors. How do we make them responsible for reimbursement? Mr. Holt feels if the Board goes to something and we pay for it, that's the end of it.
10. ***Discuss possible need for SAP that defines membership benefits. (possibly combine with or make a sub set of SAP 7332.00 group)*** – tabled
11. ***Continue discussion to developing procedures for auditing practices*** – Mr. Holt has drafted something where a Board Member will be assigned to do internal audit work after the Annual meeting within a fiscal year. Discussion of internal audit processes.
12. ***Discuss further efforts to update SAP 5102.00 Accident Reporting & Investigation/VFIS*** – tabled
13. ***Discuss further efforts to establish a HIPPA SAP*** – the Chief has submitted an SAP for Mr. Humble to review.
14. ***Develop a cohabitation policy*** – Mr. Mays thinks it is something that should be addressed for protection of the Department.
15. ***Develop computer use SAP. (Robert Hevey to assist.)*** –
16. ***Develop an inventory control SAP.* (Capt. Guastini/JH)*** –
17. ***Any other SAP that the committee deems as being necessary or has been requested by the Board of Directors, District and/or Department officers*** - Mr. Humble says that John Ryan has agreed to be a member of Chief Search Committee. He is trying to contact Chief Volpe to ask him to be a member. He will also discuss Fire Alarm Maintenance Fund with the Chief.
18. ***Open Forum*** –
19. ***Schedule next meeting*** – The next meeting will be held on August 9, 2012.
20. ***Adjournment*** – a motion is made and seconded to adjourn the meeting. All voted aye. Motion carried.