



WESTERN COVENTRY FIRE DISTRICT
Standard Administrative Procedure (SAP) Committee Meeting
September 6, 2012
MINUTES

MEMBERS PRESENT

John Humble

Richard Holt

Skip Mays

Chief Hall

Clerk, Cheryl Wilcox

- 1. Call to order, attendance, confirmation of posting and quorum*** – The Chairman called the meeting to order at 7:02 p.m. The Chairman confirmed that there is a quorum present and the meeting was posted in all required locations.
- 2. Acceptance of minutes of 11 July, 2012 and 9 August, 2012 meetings***
A motion is made by Mr. Mays and seconded by Mr. Holt to approve the minutes of the July 11, 2012 meeting. All voted aye. Motion carried.

A motion is made by Mr. Holt and seconded by Mr. Mays to approve the minutes of the August 9, 2012 meeting. All voted aye. Motion carried.
- 3. Acceptance of minutes of 3 May and 24 May, 2012 meetings.* (repeat of 13 June, 2012 meeting)***
A motion is made by Mr. Holt and seconded by Mr. Mays to approve the minutes of the May 3, 2012 and May 24, 2012 meetings as approved at the June 13, 2012 meeting. All voted aye. Motion carried.
- 4. Approve updated versions of SAPs for duties and responsibilities of full time rescue and fire captains, SAP 1211.03 & .04.* (repeat of 13 June, 2012 meeting)***
A motion is made by Mr. Mays and seconded by Chief Hall to approve updated SAP 1211.03 and 1211.04 as approved at the June 13, 2012 meeting. All voted aye. Motion carried.
- 5. Approve revisions to SAP 1110.01 Hiring Policy and Procedure as it relates to interviewing practices and OMA.* (repeat of 13 June, 2012 meeting)***
A motion is made by Mr. Mays and seconded by Mr. Holt to approve revisions to SAP 1110.01 as approved at the June 13, 2012 meeting. All voted aye. Motion carried.
- 6. Approve revisions to SAP 5211.05 Access to Public Records.* (repeat from 9 August, 2012 meeting)***
A motion is made by Mr. Holt and seconded by Chief Hall to approve revisions to SAP 5211.05 as approved at the August 9, 2012 meeting. All voted aye. Motion carried.
- 7. Further discuss the Charter/By-Laws Committee's proposed draft of changes as they relate to present SAP's.***
Mr. Holt has made further suggestions to Mr. Hevey who will have them completed for the August 16th Board of Directors meeting.

A supplemental message will be sent to Mr. Novak regarding his OMA request regarding the Charter/By-laws, telling him that a draft was sent.

8. ***Discuss further efforts to specify in SAP format the department membership ratings and membership participation requirements*** – tabled – Chief Hall will meet with Mr. Mays.
9. ***Update status of FLSA compliance effort*** – Captain Guastini is still compiling data. Will be discussed further at the BOD meeting.
10. ***Education Reimbursement Program Requirements SAP 7332.00 to include addressing program completion time table*** – Chief Hall believes that something must be found, legally, that can be done to get the tuition paid to members who don't continue with the department after training. He says that it is tough to get members who do the training to come to calls. Mr. Humble says that 'run pay' slowly reduces debt on paper. Suggestion is made that the member pays for the training and gets reimbursed within a period of time that they remain with the department. The Chief will see what other departments do in this case. This issue will be discussed further at a future meeting.
11. ***Continue discussion to developing procedures for auditing practices***
 - a. ***Third party billing (RH)***
 - b. ***Fire tax collection (JH)***
 - c. ***Payroll (JH)***
 - d. ***Accounting (RH)***
 - e. ***Capital assets/inventory control (JH)***

Mr. Holt is putting something together regarding internal audit. It is a lengthy process and includes programs to 'audit' many processes within the department. 'Personnel Credential Certification' will be added to © above. This position will be the Board of Director's appointment of a Board Member or interested taxpayer. Mr. Mays suggests that more than one person be appointed.

Add to Section 2.2 of Mr. Holts draft, 'Board of Director's Member or District Resident'. Discussion of SAP 7520.10 will be discussed further at a future meeting.
12. ***Discuss further efforts to update SAP 5102.00 Accident Reporting & Investigation/VFIS*** – tabled
13. ***Discuss further efforts to establish a HIPPA SAP*** – Chief Hall submitted a Privacy and Security Training Handout to Mr. Humble who would like it to be simplified. It is suggested that the Dawson Group may be able to help. Member's privacy should also be addressed. The Chief will check with other departments and contact the Dawson Group.
14. ***Develop a cohabitation policy*** – discussion of 'Firefighters Code of Conduct'. Suggestion that a sign on a door read, 'Bunk Rooms designated to be used by on Gender' or 'Members of opposite sex shall not occupy bunk room at the same time'.
15. ***Develop computer use SAP. (Robert Hevey to assist.)*** - tabled
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.***

To be done:
Lt. Duties

Personnel Evaluation Procedure
4750 Fire Safety Code Inspection and Review Fees is the same as
7645 Schedule of fees and charges, and will be consolidated.
3502 Training Schedule and Administration
Gear & Equipment Accountability Captain Guastini is working on it
Personal Use of District Equipment
IT Mr. Hevey
1300.5 Special Assignment Details

17. Open Forum – n/a

18. Schedule next meeting – The next meeting will be held on October 11, 2012.

19. Adjournment – a motion is made and seconded to adjourn the meeting at 8:37 p.m.