



**WESTERN COVENTRY FIRE DISTRICT**

**1110 Victory Highway, Greene, Rhode Island 02827**

**Phone (401) 397-7520, Fax (401) 397-1084, [www.wcfd.net](http://www.wcfd.net)**

**Standard Administrative Procedure (SAP) Committee Meeting**

held at the above location

**Thursday, 5 December, 2013, 7:00 p.m.**

**MINUTES**

**SAP Committee**

Chairman  
John Humble

Richard Holt

WCS Mays III

Chief  
Steven Quattrini

**RECORD OF VOTES TAKEN**

Members Present

*John Humble, Chairman*

*Richard Holt*

*WCS Mays, III*

*Chief Quattrini*

*Clerk Cheryl Wilcox*

***Call to order, attendance, confirmation of posting and quorum*** – the Chairman called the meeting to order at 7:14 p.m. He confirmed that there was a quorum present and the meeting was posted in all required locations.

***Acceptance of minutes of 12 June, 2013*** – a motion was made by Mr. Holt and seconded by Mr. Mays to approve the minutes of June 12, 2013. All voted aye. Motion carried.

***Review and possibly update SAP 5211.00 Minutes of Meetings*** – a motion is made by Mr. Mays and seconded by Mr. Holt to approve SAP 5211 as amended. All voted aye. Motion carried.

***Adjournment*** – a motion is made by Mr. Mays and seconded by Mr. Holt to adjourn the meeting at 9:34 p.m. All voted aye. Motion carried.

SAP Committee

Chairman  
John Humble

Richard Holt

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**Standard Administrative Procedure (SAP) Committee Meeting**  
held at the above location  
**Thursday, 5 December, 2013, 7:00 p.m.**  
**MINUTES**

**UNOFFICIAL MINUTES**

Members Present

*John Humble, Chairman*

*Richard Holt*

*WCS Mays, III*

*Chief Quattrini*

*Clerk Cheryl Wilcox*

***Call to order, attendance, confirmation of posting and quorum*** – the Chairman called the meeting to order at 7:14 p.m. He confirmed that there was a quorum present and the meeting was posted in all required locations.

***Acceptance of minutes of 12 June, 2013*** – a motion was made by Mr. Holt and seconded by Mr. Mays to approve the minutes of June 12, 2013. The Secretary of State has changed its rules for taking of minutes to record votes taken within two weeks of the meeting and post unofficial minutes with the SOS website All voted aye. Motion carried.

***Review and possibly update SAP 5211.00 Minutes of Meetings*** – this revision will be to conform to the new rules of the Secretary of State's office which state that votes taken will be available within two weeks of the meeting and unofficial minutes within 21 days.

5.1.2 – correct the spelling of secretary

5.2.1 – change secured to secure

4.4 – replace with RIGL 42-46-7(4)(a) (Jan 2013), 'any other information relevant to the business of the public body that any member of the public body requests be included or reflected in the minutes'.

A motion is made by Mr. Mays and seconded by Mr. Holt to approve SAP 5211 as amended. All voted aye. Motion carried.

SAP Committee

Chairman  
John Humble

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WCS Mays III

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Steven Quattrini

***Consider and possibly develop an SAP outlining District's administrative matters for content to be included on the WCFD web site*** – currently the following is on the website. District Officials, Meeting Schedule, Charter, Bylaws, link to Secretary of State for minutes, APRA procedure, complaint procedure, annual meeting packet, financial statement, smoke detector inspection. Members agree to change 'complaints' to 'concerns & suggestions'. Mr. Humble will change it and include it on the next agenda. The SAP reference will be put in a footnote. The annual meeting packet will include proposed and approved budget

***Based on the decisions made in item 4 above, consider including a web site posting requirement in the text of any applicable SAP or other District document*** – Mr. Humble will work on this.

***Develop an SAP describing scope of acceptable use of the command vehicle*** – Mr. Humble researched other districts and found that the use of the vehicle is at the Chiefs discretion, it is take home, vacation at station, fuel is an expense of the district. Mr. Mays is against the vehicle leaving the district.

***Develop an SAP describing reimbursable expenses authorized by FEMA*** – Members will try to get a guide from Chief Brown.

***Update efforts to specify in SAP format the department membership ratings and membership participation requirements*** – Mr. Mays is working on this.

***Develop a cohabitation/conduct policy*** – there is discussion that this must be a general statement.

***Review/update SAP 1110.00 Membership Qualification and Application Procedure***  
– n/a

***Determine a possible need for a member introduction handbook/SAP*** – n/a

***Review/update SAP 4570.00 Property Disposal Procedure*** – n/a

***Review/update SAP 1610.00 Personnel Evaluation*** – n/a

***Review/update SAP 1620.00 Disciplinary Procedure*** – n/a

***Education Reimbursement Program Requirements SAP 7332.00 to include addressing program completion time table*** – n/a

*Evaluate the need to merge SAP 4750.00, Code Inspection & Plan Review fees with SAP 7645.00, Schedule of Fees & Charges – n/a*

*Continue discussion to developing procedures for auditing practices – n/a*

*Discuss further efforts to update SAP 5102.00 Accident Reporting & Investigation/VFIS – n/a*

**SAP Committee**

Chairman  
John Humble

*Discuss further efforts to establish a HIPPA SAP – n/a*

Richard Holt

*Develop computer use SAP – n/a*

WCS Mays III

*New business to include future consideration of any other SAP that the committee deems as being necessary or has been requested by the Board of Directors, District and/or Department officers – n/a*

Chief  
Steven Quattrini

*Open Forum – n/a*

*Schedule next meeting – n/a*

*Adjournment* – a motion is made by Mr. Mays and seconded by Mr. Holt to adjourn the meeting at 9:34 p.m. All voted aye. Motion carried.