



WESTERN COVENTRY FIRE DISTRICT

1110 Victory Highway, Greene, Rhode Island 02827

Phone (401) 397-7520, Fax (401) 397-1084, www.wcfd.net

Standard Administrative Procedure (SAP) Committee Meeting held at the above location

Thursday, 1 May, 2014, 7:00 p.m.

MINUTES

Members Present

Chairman John Humble

Richard Holt

WCS Mays III

Cheryl Wilcox

Excused: Chief Quattrini

1. ***Call to order, attendance, confirmation of posting and quorum*** – The Chairman called the meeting to order at 7:05 p.m.
2. ***Announcement of emergency evacuation procedure*** – Mr. Humble reviewed the Emergency Evacuation procedure.
3. ***Acceptance of minutes of 5 December, 2013*** – a motion is made by Mr. Mays and seconded by Mr. Holt to approve the minutes of 12/5/2013. All voted aye. Motion carried.
4. ***Review and possibly recommend updates to SAP 1211.20, Duties of the Board of Directors***- Mr. Humble asks if the Treasurer, Clerk, and Tax Collector need to file with the Ethics Commission. Yes. Mr. Mays suggests that it is a Secretary of States rule and should an SAP be created. Mr. Humble suggests it just be referenced. We will say it must be filed. The question is asked if it should be in the bylaws.

5211.01 – 3.4 is Meeting Conduct and encourages attendees be offered flexibility of formal rules. Mr. Mays adds 3.4.2 Votes. He will work on verbiage and add an ethics form with it. This section will be added to the next meeting agenda.

1211.2 #7 - Mr. Holt would like to wants to add that BOD regularly scheduled meetings will be scheduled in January of each year and posted on the Secretary of States website and three local establishments within 48 hours of each regularly scheduled meeting.

A motion is made by Mr. Mays and seconded by MR. Holt to approve the recommended language to SAP 1211.2. All voted aye. Motion carried.

5. ***Review and possibly recommend updates to SAP 1211.24, Duties of the Clerk***- add ethics filing. Candidates names will be posted after they have been qualified, after the January BOD meeting. The bylaws says the posting must be done 30 days prior to the annual meeting. There is discussion of why it is in the bylaws and how long the list of candidates should remain posted. To be consistent, 21 days with the filing of the January

WCFD SAP Committee Members

John Humble (C), Richard Holt, Skip Mays, Chief Quattrini

minutes, the candidates will be posted and it stays up as long as it stays up. If we post it at the Station, it will stay up until the annual meeting.

Also to be added is that the Clerk supplies the names of candidates to the Ethics Commission. The Clerk or Mr. Mays will find out how candidates for town offices get their ethics form.

Where it says that the Clerk has 48 hours to make the posting, change to sufficient time in order to make the posting.

4.11 – the bylaws defines a qualified voter, the Charter does not.

6. ***Review and possibly recommend updates to SAP 5116.00, Complaints-*** change complaint to matter. The entire procedure doesn't need to be on the website but the guidelines should be. A motion is made by Mr. Mays and seconded by Mr. Holt for BOD approval and changing the word complaint to matter. All voted aye. Motion carried.
7. ***Draft and possibly recommend adoption of SAP 5354.05, General Conduct-*** leave up to the better judgment of members, officers, and Board of Directors. Any behavior that brings disgrace upon the district is unacceptable. There should be a requirement that this SAP is read and signed.
8. ***Review and possibly recommend updates to SAP 1110.00 Membership Qualification and Application Procedure-*** discussion of what is required for positions and membership.
9. ***Review and possibly recommend updates to SAP 4570.00 Property Disposal Procedure-*** a motion is made by Mr. Mays and seconded by MR. Holt to bring to the BOD for approval. All voted aye. Motion carried.
10. ***Review and possibly recommend updates to SAP 1610.00 Personnel Evaluation-*** n/a
11. ***Review and possibly recommend updates to SAP 1620.00 Disciplinary Procedure-*** n/a
12. ***Draft an SAP outlining District's administrative matters for content to be included on the WCFD web site-*** n/a
13. ***Include a web site and/or local posting instruction in the text of any applicable SAP or other District document, e.g., APRA and Complaints SAP-*** n/a
14. ***Draft an SAP describing scope of acceptable use of the command vehicle-*** n/a
15. ***Draft an SAP describing reimbursable expenses authorized by FEMA-*** n/a
16. ***Update efforts to specify in SAP format the department membership ratings and membership participation requirements-*** n/a
17. ***Create a member handbook/SAP-*** n/a
18. ***Education Reimbursement Program Requirements SAP 7332.00 to include***

addressing program completion time table- n/a

19. *Evaluate the need to merge SAP 4750.00, Code Inspection & Plan Review fees with SAP 7645.00, Schedule of Fees & Charges- n/a*
20. *Discuss further efforts to update SAP 5102.00 Accident Reporting & Investigation/VFIS- n/a*
21. *Discuss further efforts to establish a HIPPA SAP- n/a*
22. *Review SAP index dates for possible SAP review and updating- n/a*
23. *New business- n/a*
24. *Open Forum- n/a*
25. *Schedule next meeting- the next meeting was scheduled to be June 5th.*
26. *Adjournment- a motion was made by Mr. Mays and seconded by Mr. Holt to adjourn the meeting at 9:13 p.m. All voted aye. Motion carried.*