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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, 26 June, 2014, 7:00 p.m.
MINUTES
(Agenda posted 23 June, 2014)

Members Present

Chairman John Humble

Richard Holt

Steven Bousquet

WCS Mays III

Chief Quattrini

Cheryl Wilcox, Clerk

1. ***Call to order, attendance, confirmation of posting and quorum***- The Chairman called the meeting to order at 7:05 p.m. The Chairman confirmed that there was a quorum present and the meeting was posted in all required locations.
2. ***Announcement of emergency evacuation procedure***- The Chairman reviewed the Emergency Evacuation Procedure.
3. ***Acceptance of minutes of 1 May, 2014*** – a motion is made by Mr. Mays and seconded by Mr. Holt to approve the minutes of May 1, 2014. All voted aye. Motion carried.
4. ***Draft and possibly recommend BOD adoption of SAP 5354.05, General Conduct*** – Mr. Bousquet provided input to the BOD. Visitors and vendors should all be held to the same standard as members. Mr. Humble suggests that there is a complaints SAP which has a form that should be filled out. Mr. Mays suggests the channel of command should be provided in the SAP. There is discussion of who the complaint should be reported, supervisor/superior/the Chief or SAP 5116, Recommendations, Concerns, Complaints. It is decided that reporting should be made to the Chief, Deputy Chief, or the Chairman of the BOD. It also says that fraudulent reports will be prosecuted.

Mr. Holt questions the following:

On page 1, Paragraph 1 should be members; In the same paragraph change company to district.

Discussion of Page 2, paragraph 4.2.7, remove 'unauthorized *and/or personal use*'. Change to unauthorized use of district property. After discussion it is decided to leave as is.

Paragraph 5, after department members, put in parenthesis, 'herein referred to employees'.

In section 6.3, what training is appropriate and do we really need training? He thinks that 6.4 is enough. REMOVE 6.3 and expand 6.4 to say *all existing employees and new members*.

Mr. Humble would like to see *loss or suspension of any license or certification such as drivers license must be reported to the Chief* should be added to SAP 5211.01. He suggests a packet be given to all new members which includes policies.

Mr. Bousquet will complete the SAP from tonight's discussion.

5. ***Review and possibly recommend updates to SAP 5211.01, Conduct of Meetings*** – Mr. Mays took what was worked with last month and added 3.4.2 and an appendix. A motion is made by Mr. Mays and seconded by Mr. Holt to recommend SAP 5211.01 to the BOD at the August 2014 meeting. All voted aye. Motion carried.
6. ***Review and possibly recommend updates to SAP 1211.24, Duties of the Clerk*** – Mr. Mays will add that the names of the candidates will be posted and the Clerk must file names with the Ethics Commission. This will be tabled until the next SAP meeting.
7. ***Review and possibly recommend updates to SAP 1211.23, Duties of the Tax Collector with focus on policies and procedures*** – Mr. Holt will meet with the Tax Collector. Tabled to next meeting.
8. ***Consider drafting an SAP requiring routine national and local background checks and drug testing*** – Mr. Mays will speak to VFIS and the Police Chief about bci's and drug testing. The Chief says that in Smithfield there is a one time BCI done at hiring. There is discussion of bci and drug testing. MR. Humble would like to see *Loss or suspension of any license or certification such as drivers license must be reported to the Chief* added to SAP 5211.01.
9. ***Review and possibly recommend updates to SAP 1610.00 Personnel Evaluation*** – tabled to the next meeting. Mr. Holt will review. The Chief will send out Smithfield's procedure.
10. ***Review and possibly recommend updates to SAP 1620.00 Disciplinary Procedure*** – tabled to the next meeting. Emphasis should be on written documentation. Mr. Humble will work on this.
11. ***Draft an SAP outlining District's administrative matters for content to be included on the WCFD web site*** – Mr. Humble asks if there should be a list of things of administrative nature on the website. Mr. Holt thinks there should be and he will create the list of administrative items.
12. ***Draft an SAP describing scope of acceptable use of the command vehicle*** – the Chief puts his own gas in the vehicle and when he is out of town for an extended amount of time, he leaves it at the Station. The vehicle is also used for fire alarm inspections and errands during the day. Mr. Humble asks if it would be reasonable to put a perimeter on how far the vehicle can go. The Chief will draft the SAP and will include what will be kept in the vehicle.
13. ***Draft an SAP describing reimbursable expenses authorized by FEMA*** – compensation for members during an emergency. The Chief will draft the SAP. Tabled to the next meeting.
14. ***Update efforts to specify in SAP format the department membership ratings and membership participation requirements*** – Mr. Mays and the Chief will meet. Tabled to the next meeting.

15. *Create a member handbook/SAP* – n/a
16. *Education Reimbursement Program Requirements SAP 7332.00 to include addressing program completion time table* – n/a
17. *Evaluate the need to merge SAP 4750.00, Code Inspection & Plan Review fees with SAP 7645.00, Schedule of Fees & Charges* – n/a
18. *Discuss further efforts to update SAP 5102.00 Accident Reporting & Investigation/VFIS* – n/a
19. *Discuss further efforts to establish a HIPPA SAP.* (Chief/Dawson Group)* – n/a
20. *Review SAP index dates for possible SAP review and updating* – Mr. Holt's concern is that we should change the rule.
21. *New business* – n/a
22. *Open Forum* – n/a
23. *Schedule next meeting* – the next meeting will be held on August 14, 2014.
24. *Adjournment* – a motion was made by Mr. Mays and seconded by Mr. Holt to adjourn the meeting at 9:05 p.m. All voted aye. Motion carried.