



**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  
**Tuesday, 21 October, 2014, 7:00 p.m.**  
**MINUTES**  
(posted 18 October, 2014)

Members Present

*Chairman John Humble*  
*Richard Holt*  
*WCS Mays III*

*Cheryl Wilcox, Clerk*

*Excused: Chief Quattrini*

1. *Call to order, attendance, confirmation of posting and quorum* – The Chairman called the meeting to order at 7:00 p.m., confirmed that there is a quorum present, and confirmed the meeting was posted in all required locations.
2. *Announcement of emergency evacuation procedure reviewed by the Chairman.*
3. *Acceptance of minutes of 16 August, 2014* – a motion is made by Mr. Mays and seconded by Mr. Holt to approve the minutes of August 16, 2014. All voted aye. Motion carried.
4. *Review and possibly recommend for adoption the new SAP 1211.23.1 Property Tax Policies* –
5. *Review and possibly recommend updates to SAP 1211.23, Duties of the Tax Collector with focus on policies and procedures* –

In 2.2 - the Tax Collector sets the rate to meet the proposed budget, the rate is ratified by the BOD.

In 2.1 – tax roll; add ‘provided by the Town of Coventry’.

Increase NSF fee to \$26. Add (non-sufficient funds) in parenthesis.

Mr. Mays questions reconciliation of cash. The Tax Collector does reconcile with the Treasurer.

This SAP documents policies, not procedures.

Other SAP’s – 24.37 on tape.

A motion is made by Mr. Mays and seconded by Mr. Holt to approve SAP 1211.23.1 and SAP 1211.23 as amended and present it to the BOD. All voted aye. Motion carried.

6. *Draft and possibly recommend BOD adoption of SAP 5354.05, General Conduct* – Mr. Humble will follow-up with the Chief on this item.

7. *Review and possibly recommend updates to SAP 1211.24, Duties of the Clerk* – added paragraph 4.32 and 4.13 and 4.14.  
Add, within 30 days of receipt of request from the RI Ethics Commission.  
A motion is made by Mr. Mays and seconded by Mr. Holt to accept SAP 1211.24 as amended and present to the BOD. All voted aye. Motion carried.
8. *Discuss further efforts to establish a HIPPA SAP* – ask the Dawson Group to help with this SAP. Mr. Humble will ask the Chief and Kelly to track down a PowerPoint.
9. *Consider drafting an SAP requiring routine national and local background checks and drug testing for members* - tabled
10. *Review and possibly recommend updates to SAP 1610.00 Personnel Evaluation* - tabled
11. *Review and possibly recommend updates to SAP 1620.00 Disciplinary Procedure* – Mr. Mays thinks this has served well. Should be reviewed by the Chief. Change department to district. in heading  
  
*Add Standard Administrative Procedures in third line after guidelines.*
12. *Draft an SAP outlining District’s administrative matters for content to be included on the WCFD web site* – Mr. Humble suggests a link to the Auditor Generals website.  
APRA  
Complaint form  
Annual report  
Annual auditors report  
Annual meeting packet  
Link to Secretary of State site for minutes  
Board of Directors and officers  
  
Mr. Mays will draft an SAP.
13. *Draft an SAP describing scope of acceptable use of the command vehicle* – change from Chief Vehicle to Command Vehicle.  
  
3.2 – add, other ‘district’ related activities  
3.6 – vehicle temporarily re-assigned. Does that mean ‘shall be housed at the Summit Station for use by officers on duty’? A removable sign to specify the Chiefs Command vehicle was discussed. Mr. humble will review changes with the Chief.
14. *Draft an SAP describing reimbursable expenses authorized by FEMA* – the Chief will speak to Chief Brown. Mr. Mays is waiting for response from Chief Brown.
15. *Update efforts to specify in SAP format the department membership ratings and membership participation requirements to retain membership status* – n/a
16. *Establish a practical SAP review policy as it would pertain to the index included within SAP 1000.00.* – go through list next meeting to update review dates. Mr. Mays suggests it should be a standard agenda item.

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. *Review SAP index dates for possible SAP review and updating – n/a*
22. *New business.*
23. *Open Forum*
24. *Schedule next meeting – the next meeting will be held on November 18, 2014.*
25. *Adjournment – a motion is made by Mr. Mays and seconded by Mr. Holt to adjourn the meeting at 9:10 p.m. All voted aye. Motion carried.*