



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

Tuesday, 18 November, 2014, 7:00 p.m.

MINUTES

(posted 16 November, 2014)

Members Present

Chairman John Humble

Richard Holt

Chief Steven Quattrini

Excused: Clerk Cheryl Wilcox

1. *Call to order, attendance, confirmation of posting and quorum* – The Chairman called the meeting to order at 7:01 p.m.
2. *Announcement of emergency evacuation procedure.* – Chairman Humble pointed out the emergency exits of the meeting area.
3. *Acceptance of minutes of 21 October, 2014.* – a motion is made by Mr. Mays and seconded by Mr. Holt to approve the minutes of October 21, 2014. All voted aye. Motion carried.
4. *Recap the status of the review SAP 1211.23.1 Property Tax Policies, SAP 1211.23, Duties of the Tax Collector with focus on policies and procedures and SAP 1211.24, Duties of the Clerk.* – To be consistent with the title of the position identified in the By-Laws, it is agreed that the title of the position named in SAP 1211.23.1 be changed from Tax Collector/Assessor to just Tax Collector. A motion is made by Mr. Mays and seconded by Mr. Holt to accept SAP 1211.23.1 as amended for submission to the BOD for approval. Mr. Mays, Mr. Holt and Mr. Humble voted aye. Chief Quattrini was excused for the moment. Motion carried.

-To be consistent with the title of the position identified in the By-Laws, it is agreed that the title of the position named in SAP 1211.23 also be changed from Tax Collector/Assessor to just Tax Collector. The title of SAP 1211.23.1 identified in section 6.0 of SAP 1211.23 is corrected to read Property Tax Policies. A motion is made by Mr. Mays and seconded by Mr. Holt to accept SAP 1211.23.1 as amended for submission to the BOD for approval. Mr. Mays, Mr. Holt and Mr. Humble voted aye. Chief Quattrini was excused for the moment. Motion carried.

- In SAP 1211.24, it was agreed that reference to the posting of meeting minutes in section 4.3 be removed and that section 4.9 in requiring the Clerk to make available for the WCFD web site the minutes of meeting be removed in its entirety from this SAP since the necessary posting requirements of minutes on the Secretary of States website is stated in RIGL Chapter 46, Section 42-7-7 at stated in section 4.6 of this SAP is deemed sufficient. A motion is made by

Mr. Holt and seconded by Mr. Mays to accept SAP 1211.24 as amended for submission to the BOD for approval. All voted aye. Motion carried.

5. *Continue to draft and possibly recommend BOD adoption of SAP 5354.05, General Conduct.* - Further consideration was given to incorporating the requirement that the Chief be immediately notified by a member of any citation or indictment issued to that member. Drafting efforts for SAP 5354.05 to be continued.
6. *Discuss further efforts to establish a HIPPA SAP* – Chief Quattrini will contact Kim Dawson of the Dawson Group with the purpose of acquiring a copy of a HIPPA presentation that the Dawson Group has presented in the past that may be used as a basis for a HIPPA SAP.
7. *Consider drafting an SAP requiring routine national and local background checks and drug testing for members* – With regard to drug testing, Chief Quattrini provided a copy of a fee schedule that he is familiar with of charges for various personnel fitness examinations. It was suggested that as a cost saving measure, random checks of members might be sufficient in WCFD's case. It was also suggested that both national and state background checks of members could also be conducted randomly. Chief Quattrini will contact Brad Preston of VFIS for further guidance.
8. *Review and possibly recommend updates to SAP 1610.00 Personnel Evaluation* – Chief Quattrini provided a copy of a performance evaluation format that he is familiar with. It was agreed that the format met the needs of WCFD and that it should be incorporated in SAP 1610.00 by Mr. Humble for review at the next SAP Committee meeting.
9. *Review and possibly recommend updates to SAP 1620.00 Disciplinary Procedure* - Chief Quattrini provided a copy of a Personnel Policies and Procedures manual that he is familiar with. It was agreed that the section on discipline will be reviewed at the next SAP Committee meeting.
10. *Draft an SAP outlining District's administrative matters for content to be included on the WCFD web site.*- Mr. Mays is in the process of gathering input from members and other officers and will present his findings at the next SAP Committee meeting.
11. *Draft an SAP describing scope of acceptable use of the command vehicle.* – This SAP shall be identified as SAP 4641.1 Command Vehicle Use Policy. Further consideration was given by way of 3.10 and 3.11 to prohibiting the vehicles use by a driver who is under the influence of alcohol or drugs and to incorporating the needs for appropriate signage to indicate it is a WCFD command vehicle. Mr. Mays will present the final draft for review at the next SAP Committee meeting.
12. *Draft an SAP describing reimbursable expenses authorized by FEMA* – A copy provided by Chief Brown of HHFD of expense charges presently used by HHFD for FEMA reimbursement was reviewed. Chief Quattrini will consult with his officers for further consideration with the purpose of forming a template.
13. *Review of SAP review dated.*- Tabled until next meeting.
14. *Update efforts to specify in SAP format the department membership ratings and membership participation requirements to retain membership status.* - Tabled until next meeting.
15. *Create a member handbook/SAP.* - Tabled until next meeting.

16. *Education Reimbursement Program Requirements SAP 7332.00 to include addressing program completion time table**
17. *Evaluate the need to merge SAP 4750.00, Code Inspection & Plan Review fees with SAP 7645.00, Schedule of Fees & Charges.- Tabled until next meeting.*
18. *Discuss further efforts to update SAP 5102.00 Accident Reporting & Investigation/VFIS. – Tabled until next meeting.*
19. *Review SAP index dates for possible SAP review and updating – Tabled until next meeting.*
20. *New business – None*
21. *Open Forum – n/a*
22. *Schedule next meeting – December 11, 2014*
23. *Adjournment – A motion is made by Mr. Mays and Seconded by Mr. Holt to adjourn the meeting at 9:18 p.m. All voted aye. Motion carried.*