

WESTERN COVENTRY FIRE DISTRICT
1110 Victory Highway
Greene, Rhode Island 02827
Phone (401) 397-7520, Fax (401) 397-1084, www.wcfid.net
Standard Administrative Procedure (SAP) Committee Meeting
held at the above location
Saturday, 16 August, 2014, 9:00 a.m.
MINUTES
(Agenda posted 13 August, 2014)

Members Present

John Humble

Richard Holt

Skip Mays

Cheryl Wilcox

1. The Chairman confirmed that there is 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 26 June, 2014.* A motion is made by Mr. Mays and seconded by Mr. Holt to approve the minutes of June 26, 2014. All voted aye. Motion carried.
4. Review and possibly respond to recent Attorney General Summit - Mr. Mays went to the Summit. There was nothing new. Agendas and content were an issue to make sure that they are sufficiently detailed. The only requirements for Minutes are votes taken, who was present, and anything a member asks be included in the record. What we are doing is on track.
5. Draft and possibly recommend BOD adoption of SAP 5354.05, General Conduct – Mr. Mays suggests possible wording ‘*any contact with law enforcement must be brought to the attention of the Chief and could be means for dismissal*’. Mr. Humble will as the Chief what his experience in Smithfield is.
6. Review and possibly recommend updates to SAP 1211.24, Duties of the Clerk – Mr. Holt will add wording similar to, ‘*the Clerk is responsible for the annual filing to the Ethics Commission...*’. Change 4.3.2 to ‘*Any request for agenda items must be given to the clerk within ample time to comply with 4.3.1.*’ Mr. Holt will provide the changes to at the next meeting. Add 4.14, ‘the clerk must facilitate a certificate of compliance... Mr. Holt will provide at the next meeting.
7. Review and possibly recommend updates to SAP 1211.23, Duties of the Tax Collector with focus on policies and procedures – tabled
8. Consider drafting an SAP requiring routine national and local background checks and drug testing for members – discuss with the Chief.

9. Review and possibly recommend updates to SAP 1610.00 Personnel Evaluation – the Chief provided a recommendation that the Board is impressed with. They will ask the Chief to craft it as an SAP.
10. Review and possibly recommend updates to SAP 1620.00 Disciplinary Procedure – Mr. Humble will review with the Chief.
11. Draft an SAP outlining District’s administrative matters for content to be included on the WCFD web site – tabled
12. Draft an SAP describing scope of acceptable use of the command vehicle – the Chief drafted an SAP. Mr. Humble would like to see a minimum list of inventory required. Mr. Mays suggests wording be changed so that a command vehicle isn’t required. Mr. Holt will provide the Chief with his suggestions.
13. Draft an SAP describing reimbursable expenses authorized by FEMA – Mr. Mays believes that Hopkins Hill may have this information. table
14. Update efforts to specify in SAP format the department membership ratings and membership participation requirements – n/a
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. – n/a
20. Review SAP index dates for possible SAP review and updating. – n/a
21. New business – n/a
22. Open Forum – n/a
23. Schedule next meeting – n/a
24. Adjournment – a motion is made by Mr. Mays and seconded by Mr. Holt to adjourn the meeting at 10:45 a.m. All voted aye. Motion carried.