



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, 3 February, 2015, 7:00 p.m.

(Agenda posted 28 January, 2015)

Minutes

Members Present:

John Humble

Richard Holt

Skip Mays

Chief Steven Quattrini (arrived at 7:45 p.m.)

Excused:

Cheryl Wilcox

1. ***Call to order, attendance, confirmation of posting and quorum.***- the meeting was called to order at 7:00 p.m., the posting and the presence of a quorum was confirmed by the Chairman.
2. ***Announcement of emergency evacuation procedure.***- the emergency evacuation procedure was reviewed by John Humble.
3. ***Acceptance of minutes of 11 December, 2014.***- a motion is made by Mr. Mays and seconded by Mr. Holt to accept the minutes with the amendment of item 22 to include the missing names of the individuals who motioned and seconded for adjournment of that meeting. All voted aye. Motion passed.
4. ***Discuss and adopt any necessary changes to SAP's referring to OMA/APRA laws that were reviewed at the 15 January, 2015 AG Summit*** - It was agreed that SAP 5211.05 Access to Public Records, needs to be revised to reflect the permitted requirement for written requests of records "not prepared for or readily available to the public" as per RIGL 38-2-3(d) in order to avoid any confusion regarding the requested material. A draft revision of the SAP was reviewed. With minor additional edits, Mr. Mays motioned that the revised SAP be submitted to the Board of Directors for approval. Mr. Holt seconded the motion. All voted aye. Motion passed.
5. ***Review SAP 4750.00, Code Inspection & Plan Review fees, SAP 7645.00, Schedule of Fees & Charges and SAP 1300.5, Paid Fire-EMS Details for consideration of possible consolidation and drafting of a form/agreement to document pre service understanding between parties of scope of services to be provided and fees.***- Chief Quattrini is assigned the task of investigating, updating if necessary, and making recommendations regarding this agenda item. In particular, attention will be given to the fees listed vs the actual fees charged and the drafting of a detailed pre-service agreement form to avoid any misunderstandings. During the course of this discussion, it was suggested that WCFD establish a fee schedule for services performed and expenses that may be reimbursable due to declared periods of emergency conditions. Chief Quattrini will also research the requirements for third party

billing of motor vehicle accidents, structure fires, and other incidents requiring fire fighting service.

6. ***Revisit furthering efforts to establish a HIPPA SAP.***- Chief Quattrini indicated that he and Deputy Guastini are in the process of developing a draft HIPPA SAP.
7. ***Revisit drafting an SAP requiring routine national and local background checks and drug testing for members.***- a sample substance abuse policy was obtained from FVIS and reviewed. It was agreed that the draft policy should receive an initial review by legal counsel before taking further action.
8. ***Review and possibly recommend updates to SAP 1610.00 Personnel Evaluation.*** – n/a
9. ***Review and possibly recommend updates to SAP 1620.00 Disciplinary Procedure.***- n/a
10. ***Draft an SAP outlining District's administrative matters for content to be included on the WCFD web site.***- n/a
11. ***Continue drafting an SAP describing reimbursable expenses authorized by FEMA.***- see agenda item #5 above.
12. ***Review of SAP review dates.***- n/a
13. ***Update efforts to specify in SAP format the department membership ratings and membership participation requirements to retain membership status.***- n/a
14. ***Create a member handbook/SAP.***- n/a
15. ***Education Reimbursement Program Requirements SAP 7332.00 to include addressing program completion time table.***- n/a
16. ***Discuss further efforts to update SAP 5102.00 Accident Reporting & Investigation/VFIS.***- n/a
17. ***Review SAP index dates for possible SAP review and updating.***- n/a
18. ***New business.***- n/a
19. ***Open Forum.***- n/a
20. ***Schedule next meeting.***- The next SAP meeting will be held on March 12, 2015.
21. ***Adjournment.***- A motion is made by Mr. Mays and seconded by Mr. Holt to adjourn the meeting at 9:15 p.m. All voted aye. Motion carried.