



WESTERN COVENTRY FIRE DISTRICT

1110 Victory Highway Greene, Rhode Island 02827, Phone (401) 397-7520 www.wcfd.net
Standard Administrative Procedure (SAP) Committee Meeting held at the above location

Thursday, 11 June, 2015, 7:30 p.m.

MINUTES

Moderator
WCS Mays, III

District Clerk
Cheryl Wilcox

Treasurer
Glenn Underwood

Tax Collector
Joan Smith

Board of Directors
Ch. John Humble

Members
Richard Holt
Robert Hevey
Jonathan Farnum
Steve Bousquet

Members Present

John Humble
Richard Holt
WCS Mays, III
Chief Quattrini
Cheryl Wilcox

1. Call to order, attendance, confirmation of posting and quorum – The Chairman called the meeting to order at 7:31 p.m. and confirmed that there was a quorum present and the meeting was posted in all required locations.

2. Announcement of emergency evacuation procedure – The Chief reviewed the emergency evacuation procedure.

3. Acceptance of minutes of 28 April, 2015 – a motion is made by Mr. Holt and seconded by Mr. Mays to accept the minutes of April 28, 2015. All voted aye. Motion carried.

4. Continue review and possibly recommend revisions to SAP 4205.00 Procurement Procedure – take into account and provide for a unique acquisition is one of the major changes to be made. If there aren't three vendors within the area, why make a requirement for three. Right now \$1,500 to \$5,000 requires three written quotes. Mr. Holt would like to avoid a vendor saying that they didn't have enough time to respond.

Mr. Holt will make some changes for the next meeting.

5. Continue review and possibly recommend revisions to SAP 5211.00 Minutes of Meetings – members agreed that the minutes be posted five days prior to Attorney General's requirement. Mr. Holt suggests we send our interpretation of the rule to Attorney Harsch. Mr. Humble will wait for response from Attorney Harsch.

6. Discuss third party billing scope, practices and procedures and possible need for an SAP – insurance information is picked up by the Dawson Group at the hospital. If we charge for refusals, the Dawson Group would have to contact the patient. Mr. Mays feels this would create a great push-back from tax payers. The Chief needs letter from the BOD stating that they want to charge for third party billing. This will be discussed at the next meeting.

7. Review and possibly recommend revisions to SAP 5211.01 Conduct of Meetings –

A motion is made by Mr. Mays and seconded by Mr. Holt to approve SAP 5211.01 as amended. All voted aye. Motion carried.

This will be on BOD agenda for Board approval.

8. ***Review and possibly recommend revisions to SAP 5211.10 Records Keeping*** – Attach state records destruction form.

Mr. Humble make suggested changes and explore access to ‘the cloud’ for the next meeting.

9. ***Review and possibly recommend revisions to SAP 1211.24 Duties of the Clerk*** – n/a

10. ***Consider establishing a “critical dates” instruction SAP*** – n/a

11. ***New business*** – n/a

12. ***Open Forum*** – n/a

13. ***Schedule next meeting*** – 8/13/15

14. **Adjournment** – a motion is made by Mr. Mays and seconded by Mr. Holt to adjourn the meeting at 9:02 p.m. All voted aye. Motion carried.

Note: the unofficial minutes of this meeting must be posted on the SOS site prior to midnight, 11 June, 2015, i.e., the date of this meeting; seven days prior to the next regularly scheduled BOD meeting of 18 June, 2015.