



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

August 27, 2015, 7:00 p.m.

MINUTES

(posted 24 August, 2015)

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

1. Call to order, attendance, confirmation of posting and quorum – The Chairman called the meeting to order at 7:02 p.m.

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

3. Acceptance of minutes of 11 June, 2015 – A motion is made by Mr. Holt and seconded by Mr. Mays to accept the minutes of June 11, 2105 as presented. All voted aye. Motion carried.

4. Continue review and possibly recommend revisions to SAP 4205.00 Procurement Procedure – Mr. Holt worked on this. Changes were in paragraph 2.3., the numbering was incorrect.

Paragraph 4.1; 1,000 was changed to 1,500.

4.2 added where feasible.

4.3 added ‘and the board of directors’.

The major change is on page 4 where it says all potential bidders. Trying to avoid the last bid where it was said that they didn’t have enough time to put a bid together. Mr. Mays asks how we avoid bidders using a higher number when they know how much we have put aside for the item. Mr. Holt says it’s a sequence of events. Mr. Mays suggests pre-bidding subject to the approval of the taxpayer. Mr. Mays asks how we avoid vendors having access to information that others may not. Mr. Holt says that is why he put in that vendors need to have access to the same information at the same time.

Add a section to 4.0 that causes a special meeting for bid approval from the taxpayer over 2% of operating budget (\$10,000).

After that is the opportunity for State approved purchases. Mr. Holt needs help coming up with wording for that. The Chief will talk to Scituate finance director.

WCFD SAP Committee Members

John Humble (C), Richard Holt, Skip Mays, Chief Steven Quattrini

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He added 5.2 which speaks of the public accounting firm rules for the State.

5. ***Continue review and possibly recommend revisions to SAP 5211.00 Minutes of Meetings*** – the timing of minutes was discussed at the AG meeting. Mr. Harsch sent Mr. Humble an email that stated that minutes were due 7 days before the next meeting, when it should be the next SAP meeting. It should read ‘at the next scheduled meeting of the body’. Mr. Humble says that ‘official but not yet approved’ should be added in 5.1.4.

5.1.2 also needs to be worked on.

Mr. Humble will work on this.

6. ***Continue discussion regarding third party billing scope, practices and procedures and possible need for an SAP*** – this is in regards to auto accidents and was discussed at a BOD meeting. The question arose if there needs to be an SAP. It came up because CCFD got a refusal on a run in our district and charged the party. We were debating if we should start charging for refusals. The members are against charging for refusals at home. If it’s an auto accident and services are required at the scene before the refusal, Mr. Holt thinks there should be a charge. We don’t charge for auto accidents at this time. Different scenarios to be charged were discussed. The Chief has a meeting with Dawson Group in September and will discuss charges with them.

7. ***Review and possibly recommend revisions to SAP 5211.10 Records Keeping*** – this is in reference to backing up to ‘the cloud’. Mr. Mays asks if it has been tested. Mr. Humble doesn’t think there is a requirement to have a backup system. It will be added in a paragraph called physical storage and electronic retention. There is discussion of the records in Greene station and sorting through it. Mr. Holt provided edits.

8. ***Review and possibly recommend revisions to SAP 1211.24 Duties of the Clerk*** – include the calendar of critical posting dates. ‘Clerk shall maintain an updated Calendar of Critical Dates pertaining to the operation of the district see attached exhibit’ relating to the filing of minutes, regularly scheduled meeting dates, BOD positions posting and candidates postings, Annual meeting, etc. Add as an appendix. Mr. Holt will make edits.

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

10. ***Review the index of SAP’s to identify and priorities those in need of review and or addition*** – the index was updated June 18th. Mr. Mays suggests we have an SAP that specifies when we provide a detail. Mr. Holt thinks it’s in an SOP. The Chief says there is a Town ordinance and permit process that includes the fire district. The State has no EMS requirements but does have fire requirements. Mr. Mays suggests a checklist for these events.

11. ***New business*** – n/a

12. ***Open Forum*** – n/a

13. ***Schedule next meeting*** – the next meeting will be held on September 10, 2015.

14. ***Adjournment*** – a motion was made by Chief Quattrini and seconded by Mr. Mays to adjourn the meeting at 9:00 p.m. All voted aye. Motion carried.