



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
to be held at the above location
Tuesday, 10 November, 2015, 7:00 p.m.
MINUTES

Members Present

John Humble
WCS Mays III
Richard Holt

Excused: Chief Quattrini

Cheryl Wilcox

1. ***Call to order, attendance, confirmation of posting and quorum*** – The Chairman called the meeting to order at 7:00 p.m. and confirmed there is a quorum present and the meeting was posted in all of the required locations.
2. ***Announcement of emergency evacuation procedure*** - the Chairman reviewed the emergency evacuations procedures.
3. ***Acceptance of minutes of 8 October, 2015*** – a motion was made by Mr. Mays and seconded by Mr. Holt to approve the minutes of the October 8, 2015 meeting. All voted aye. Motion carried.
4. ***Continue review and possibly recommend revisions to SAP 4205.00 Procurement Procedure*** – Members review the bidders list and letter from the Attorney General distributed by the Chief at the last meeting. Members would like to see a document that says bidding is not required. Tabled to the next meeting.
5. ***Continue discussion regarding third party billing scope, practices and procedures and possible need for an SAP*** – Dawson Group will not cover commercial billing and charges. The only thing they are accustomed to billing is motor vehicle accidents. Tabled to discuss with the Chief at the next meeting.
6. ***Review and possibly recommend revisions to SAP 5211.10 Records Keeping*** – waiting for response from Attorney Harsch.
7. ***Verify that the revised SAP 1211.24 Duties of the Clerk is ready for recommendation for BOD approval*** – a motion is made by Mr. Holt to accept SAP 5211.24 as amended with Exhibit A being the month of January 2015. Motion seconded by Mr. Mays. All voted aye. Motion carried.
8. ***Continue the consideration of establishing an SAP containing protocol criteria for detail coverage of special events within the District's community*** – Mr. Humble has asked Councilwoman Carlson what the Town Council receives as verification that the applicant has met all requirements on the application. She will check into the application.
9. ***Continue to review the index of SAP's to identify and priorities those SAP's in need of review and or addition. For this meeting.****

- a. **SAP 4605.00 Authorization Reimbursable Expenses (RH)** – Mr. Mays suggests deleting the annual rate so that the SAP doesn't have to be updated each year. A motion is made by Mr. Mays and seconded by Mr. Holt that this SAP be passed by this committee as amended and sent to BOD for approval. All voted aye. Motion carried.
 - b. **SAP 5216.00 Correspondence Policy (RH)** – paragraph 7 – maintained in an annual correspondence file. A motion is made by Mr. Mays and seconded by Mr. Holt that this SAP be passed by this committee as amended and sent to BOD for approval. All voted aye. Motion carried.
- Mr. Mays withdraws his motion. SAP 5720.10 and SAP 5216 will be reviewed together.
- c. **SAP 5354.00 Harassment Policy (RH)** – change the word should to, 'it is suggested that'. Add the following paragraph, 'For any harassment that is physical in nature the affected individual, at his or her discretion, can follow the above procedure or report to the Chief or Chairman of the Board of Directors'. Mr. Mays makes a motion to send this SAP to Attorney Harsch for his approval. Motion seconded by Mr. Holt. All voted aye. Motion carried. Mr. Humble will reach out to VFIS for a video.
 - d. **SAP 7100.00 District Budgetary Procedure (RH)** – a motion is made by Mr. Holt and seconded by Mr. Mays to send this SAP for approval by the BOD. All voted aye. Motion carried.
 - e. **SAP 7900.00 Rescue Recovery Funds (RH)** – a motion is made by Mr. Mays and seconded by Mr. Holt to send this SAP with amendments for approval by the BOD. All voted aye. Motion carried.
 - f. **SAP 1110.00 Membership Application Procedure (JH)** – consider adding employment physicals and drug testing. 3.1 refers to residence requirement that can be waived. In 4.A.I also has a residency requirement that doesn't say that it can be waived. Do we want to consider removing? How do we suggest that it is the BOD's desire that we have a residency within the district? Acceptance of application will be subject to 1110.01, hiring policy. Tabled until the Chief has had a chance to review.
 - g. **SAP 5720.10 Media Contact & Public Inquiries (JH)** – 3.1, four lines down, change news publications to news sources. Mr. Holt wonders if it is in conflict with the Correspondence Policy. A response without BOD approval could be because it is either urgent or appropriate.

10. **New business** – n/a

11. **Open Forum** – n/a

12. **Schedule next meeting** – December 10, 2015.

13. **Adjournment** – a motion was made by Mr. Mays and seconded by Mr. Holt to adjourn the meeting at 9:24 p.m. All voted aye. Motion carried.

Note: the "Unofficial Minutes" of this meeting must be posted on the SOS site prior to midnight, 1 December, 2015. "Official Minutes" of this meeting are to be posted by 15 December, 2015 assuming that a following meeting of this body takes place on or before 15 December, 2015. "Official But Not Yet Approved Minutes" are to be posted on or before 15

December, 2015 should no meeting of this body take place by 15 December, 2015.