



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
Thursday, 10 December, 2015, 7:00 p.m.
MINUTES

Members Present

John Humble

Richard Holt

WCS Mays III

Chief Quattrini

Cheryl Wilcox, Clerk

1. ***Call to order, attendance, confirmation of posting and quorum*** – The Chairman called the meeting to order at 7:02 p.m., 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 10 November, 2015*** – a motion was made by Mr. Holt and seconded by Mr. Mays to approve the minutes of November 10, 2015. All voted aye. Motion carried.
4. ***Continue review and possibly recommend revisions to SAP 4205.00 Procurement Procedure*** –Mr. Mays will get input from Kevin McGee - table
5. ***Continue discussion regarding third party billing scope, practices and procedures and possible need for an SAP*** – can only bill for rescue and engines for motor vehicle accidents. The police report will be submitted to Dawson with an engine report and fire truck personnel and equipment such as speedy dry and equipment used. All vehicles will be billed for a prolonged extrication. Fees are determined by the Dawson Group. An SAP for rescue and engines will be created with what we bill, methodology of billing rates, etc. Mr. Holt will sit down with the Deputy.
6. ***Review and possibly recommend further revisions to SAP 5211.10 Records Keeping*** – the SAP was approved at the last meeting. Talk with Glen, Kelly, and Joan to see if archiving their paperwork makes sense.
7. ***Continue the consideration of establishing an SAP containing protocol criteria for detail coverage of special events within the District's community*** – Mr. Humble will follow up with Councilwoman Carlson.
8. ***Continue to review the index of SAP's to identify and priorities those SAP's in need of review and or addition as soon as possible. For this meeting:***
 - a. ***SAP 5354.00 Harassment Policy (RH/BH/JH)*** – have not heard from Attorney Harsch.

b. SAP 1110.00 Membership Application Procedure (JH/SQ) – 6 months probation to 1 year

#3. Skill sets add FF1 certification.

Qualification- satisfactory completes a state or local fire academy.

3a. #4, change 4 to 5.

Page 4 c.2 follow-up action #

3 change to Department Officers instead of notify fire and rescue captain.

Pg2 c3 – Mr. Holt questions probationary status by the BOD. Mr. Humble says that a member has a right to appeal to the BOD. And Mr. Mays adds that the Chief can be put on by BOD.

Pg3 4a Minimum Qualifications-reside within 2 miles. Membership applications-3.1 page 1 says Chief can waive on case by case basis. Add this to 4a.

Pg4 ciii form w4 to the Administrative Assistant. Change to Deputy Chief.

5 –we review but don't pass out SOP and SAP's. Mr. Holt says should encourage them to read it. Should be copy of index of SAP's and encourage them to review them.

Page 3-physically capable to perform duties as performed by NFPA Standards

Pg 2 app-para2a, if you answered yes to 3, should be 2

c. SAP 5720.10 Media Contact & Public Inquiries (JH) –Add scope to correspondence policy. A motion is made by Mr. Holt to approve SAP 5720.10 with one change discussed, change publication to sources. Motion seconded by Mr. Mays. All voted aye. Motion carried

- 9. New business** –Take out Duties of Fire Captain and Rescue Captain on Index. Chief and Deputy, Treasurer, Disposal Procedure are past due, Equal Opportunity is past due, Receipt of Fire Tax is past due.
The Chief will review Duties of the Chief and Deputy Chief, and Accident reporting and investigating

Mr. Holt will review Treasurers Duties and 7200, Tax Payments

Mr. Humble will review 1300.5 Spec assignment details, 4750 Fire Inspection Code Plan Review, 5354 General Conduct, and 5370 Standard of Conduct

- 10. Open Forum** – n/a

- 11. Schedule next meeting** – January 14, 2016

- 12. Adjournment** – a motion was made by Mr. Mays and seconded by Mr. Holt to adjourn the meeting at 9:29 p.m. All voted aye. Motion carried.

Note: the “Unofficial Minutes” of this meeting must be posted on the SOS site prior to midnight, 31 December, 2015. “Official Minutes” of this meeting are to be posted by 14 January, 2016 assuming that a following meeting of this body takes place on or before 14 January, 2016. “Official But Not Yet Approved Minutes” are to be posted on or before 14 January, 2016 should no meeting of this body take place by 14 January, 2016.