



**WESTERN COVENTRY FIRE DISTRICT**

**1110 Victory Highway, Greene, Rhode Island 02827**

**Phone (401) 397-7520, Fax (401) 397-1084, [www.wcfd.net](http://www.wcfd.net) Standard Administrative Procedure (SAP) Committee Meeting to be held at the above location**

**Thursday, 14 April, 2016, 7:00 p.m.**

**APPROVED MINUTES**

***(Agenda posted 10 April, 2016)***

Members Present

*John Humble*

*Richard Holt*

*Skip Mays*

*Chief Quattrini*

*Cheryl Wilcox*

1. Call to order, attendance, confirmation of posting and quorum – Mr. Humble confirmed that there is 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 10 December, 2015 – a motion was made by Mr. Holt and seconded by Mr. Mays to approve the 12/10/15 minutes. All voted aye. Motion carried.
4. Review and possibly recommend revisions to SAP 1212.01 Time Off for Full Time Employees - Members discuss vacation time. Mr. Holt doesn't mind paying for unused vacation but would like to see time taken.
5. Review and possibly recommend revisions to SAP 1212.02 Insurance and Death Benefits – a motion is made by Mr. Mays and seconded by Chief Quattrini to make a recommendation to the BOD to approve changes. All voted aye. Motion carried.
6. Review and possibly recommend revisions to SAP 5354.01 Harassment Policy – Attorney Harsch has provided two separate policies, one is for harassment and the other for sexual harassment. The State is also separating the two. Discussion of if it is the responsibility of all members to report any harassment seen towards other members.
7. Consider recommending adopting a SAP 5354.02 Harassment and Workplace Violence Policy - Ask Mr. Harsch regarding alternate dispute resolution.
8. Review and possibly recommend approval of SAP 7331.00 Payroll Procedure – Members

discuss how payroll is done and how shifts are staffed. Include how data is collected and certified. The Chief would like to create a policy of how shifts are manned. Mr. Holt would like a new person to be able to take over if necessary and know exactly how to do the position. Mr. Holt will work on this.

9. Continue review and possibly recommend revisions to SAP 4205.00 Procurement Procedure – tabled
10. Continue discussion regarding third party billing scope, practices and procedures and possible need for an SAP – Mr. Holt met with Comstar. They don't do billing for fire, only rescue. Mr. Holt discovered that we are getting the reports we need from Dawson. Mr. Underwood has been sent the reports that he needs. Mr. Holt would like a Service Organization Controls Report prepared by an accounting firm to look at and test internal controls to see if they are effective. Kim at Dawson knows that her internal controls are working effectively but will have the report done. Members discuss invoices written off after three letters are sent by Dawson for collection. Who determines writing it off? Mr. Holt will outline the SAP.
11. Continue the consideration of establishing an SAP containing protocol criteria for detail coverage of special events within the District's community – n/a
12. Continue to review the index of SAP's to identify and prioritize those SAP's in need of review and or addition as soon as possible. For this meeting:
  - a. SAP 1110.00 Membership Application Procedure (JH/SQ) – n/a
  - b. SAP 5720.10 Media Contact & Public Inquiries (JH) – n/a
13. New business – n/a
14. Open Forum – n/a
15. Schedule next meeting – May 12, 2015
16. Adjournment – a motion is made by Chief Quattrini and seconded by Mr. Holt to adjourn the meeting at 9:12 p.m. All voted aye. Motion carried.