



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

held at the above location

Thursday, 12 May, 2016, 7:00 p.m.

OFFICIAL MINUTES

(Agenda posted 10 May, 2016)

Members Present

John Humble

Cheryl Wilcox

Richard Holt

Skip Mays

Excused

Chief Quattrini

1. ***Call to order, attendance, confirmation of posting and quorum*** – Mr. Humble called the meeting to order at 7:02 p.m. He confirmed that there was a quorum present and the meeting was posted in all required locations.
2. ***Announcement of emergency evacuation procedure*** – the Mr. Holt reviewed the emergency evacuation procedure.
3. ***Acceptance of minutes of 14 April, 2016*** – a motion was made by Mr. Holt and seconded by Mr. Mays to accept the minutes of the 4/14/16 meeting. All voted aye. Motion carried.
4. ***Continue review and possibly recommend revisions to SAP 4205.00 Procurement Procedure*** – Mr. Mays discussed purchasing groups. He suggests add that these organizations do exist.

3.4 – material safety data sheet (MSDS)

When we have repair work done can we add something that addresses that beyond a certain radius may not be cost effective.

4.2 – may not make sense when time to get the vehicle on the road is critical.
Define critical purchases. Repair and/or replacement. The Chief should decide and recommend.

2.1 – precaution is that we don't go over the bottom line budget. Is there any merit to limiting to the account line item? The Chief should be able to over spend one item and under spend another.

4.4 – critical emergency repairs and/or replacement. Chairman to approve/waive 4.3/4.2 and 4.3.1 should still apply. 4.3.1 relates to buying a new piece of apparatus.

Criteria – only one vendor or not, vendors can't schedule on time or there is no other

vendor that sells the item.

Waive provisions in 4.3 as it relates to sealed bids and BOD approval. Determination of critical is up to the chief. Subject to approval by chairman of BOD. – Mr. Holt.

5. ***Review and possibly recommend revisions to SAP 1212.01 Time Off for Full Time Employees*** – tabled

6. ***Review and possibly recommend revisions to SAP 5354.00 Harassment Policy*** – alternate dispute resolution is just getting together to work it out.

Should there be repercussions for not reporting? Should observer be required to report an incident? Yes. Repercussions for not reporting would be harassment in itself.

7. ***Consider recommending adopting a Harassment and Workplace Violence Policy – change sex 5370.01 5370.02 workplace violence***

A motion is made by Mr. Mays to accept as amended. Seconded by Mr. Humble. Review page numbers. All aye.

8. ***Review and possibly recommend approval of SAP 7331.00 Payroll Procedure*** – tabled

9. ***Review and possibly recommend revisions to SAP 5211.00 Minutes of District Meetings*** – add requirement of draft minutes within 16 days within the meeting. Speak to the 35 day requirement. Make it 30 days. 5.1.4 Add more stringent policy of 30 days as a precautionary measure.

10. ***Continue discussion regarding third party billing scope, practices and procedures and possible need for an SAP*** – Mr. Holt and Deputy Chief will work on this. Detail of all of the write offs are in reports from Dawson. BOD should review.

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:*** - SAP 1000 at next meeting

a. ***SAP 1110.00 Membership Application Procedure (JH/SQ)*** – Chief

b. ***SAP 5720.10 Media Contact & Public Inquiries (JH)*** – was approved at 12/2015 meeting

Mr. Holt will work on ***Procurement/payroll/Dawson Group***

Mr. Humble will work on ***Minutes - speak to Mr. Harsch on postings as official/Membership/Harassment as amended***

13. ***New business*** – n/a

14. ***Open Forum*** – n/a

15. ***Schedule next meeting*** – 6/9/2016

16. ***Adjournment*** – a motion was made by Mr. Mays and seconded by Mr. Holt to adjourn the meeting at 9:05 p.m. All voted aye. Motion carried.