



**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**  
held at the above location  
**Thursday, June 9, 2016, 7:00 p.m.**  
**Unofficial MINUTES**  
(Agenda posted 5 June, 2016)

Members Present

John Humble                      Cheryl Wilcox  
Richard Holt  
Skip Mays

Excused  
Chief Quattrini

1. ***Call to order, attendance, confirmation of posting and quorum*** – the Chairman called the meeting to order at 7:10 p.m. He confirmed there was 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 12 May, 2016*** – a motion is made by Mr. Holt and seconded by Mr. Mays to accept the 5/12/16 minutes as written. All voted aye. Motion carried.  
Mr. Humble                      Aye  
Mr. Holt                              Aye  
Mr. Mays                              Aye
4. ***Continue review and possibly recommend revisions to SAP 4205.00 Procurement Procedure*** – Motion made by Mr. Mays and seconded by Mr. Humble to accept SAP 4205.00 as presented. All voted aye. Motion carried.  
Mr. Humble                      Aye  
Mr. Holt                              Aye  
Mr. Mays                              Aye
5. ***Review and possibly recommend revisions to SAP 1212.01 Time Off for Full Time Employees*** – tabled

6. ***Review and possibly recommend sun setting SAP 5354.00 Harassment Policy given that SAPs 5370.01 addressing harassment and workplace violence and 5370.02 addressing violence have been approved and adopted*** – Mr. Holt makes a motion to rescind SAP5354 Harassment Policy. Motion seconded by Chief Quattrini. All voted aye. Motion carried.

Mr. Humble           Aye

Mr. Holt               Aye

Mr. Mays             Aye

7. ***Review and possibly recommend revisions to SAP 5354.05 General Conduct Policy*** – tabled

8. ***Review and possibly recommend revisions to SAP 7331.00 Payroll Procedure*** – tabled

9. ***Review and possibly recommend revisions to SAP Correspondence Policy*** – discussion of whether or not to include social media. How do you prevent anything that appears in social media as being interpreted as ‘the word’? Possibly use Hopkins Hills policy as a template with Attorney Harsh’s approval.

10. ***Review and possibly recommend revisions to SAP 5211.00 Minutes of District Meetings*** – print each members name and their vote, change the names in the exhibits header. It is suggested that each members vote be recorded. Mr. Mays says that many years ago we got an opinion from the AG’s office that unanimous implied that all members voted aye. If a member abstains or votes nay, his name would be recorded. Decision is made to record each members vote to be consistent. Motion is made by Mr. Mays and seconded by Mr. Holt to approve SAP 5211.00 with amendments to exhibit if approved by Counsel. If Counsel does not approve changes to the exhibit, the SAP will be approved without the change.

Discussion: keep previous version on top.

Mr. Humble           Aye

Mr. Holt               Aye

Mr. Mays             Aye

11. ***Continue discussion regarding third party billing accounting/recording procedures and possible need for an SAP*** – tabled

12. ***Review and possibly recommend revisions to SAP 1300.5 WCFD Policy on Paid Fire/EMS Details, SAP 7645 WCFD Schedule of Fees and Charges and SAP 4750.00 Fire Safety Code Building Plan Review & Smoke/Carbon Monoxide Inspection Fees*** – 1300.5 currently charges \$34/hr for details. Now informally the Chief tells the people with the detail what will be required and charged. It would be nice to have a formal document stating the services that will be provided and what the charges will be. The Chief will review rates with the Deputy Chief and will consider attaching a form that applies to events.

13. ***Review SAP 1110.00 Membership Application Procedure (JH/SQ)*** – tabled

14. ***Continue to review and update SAP 1000.00 SOP & SAP Procedures, Development and Approval*** – In review dates paragraph, add suggested in front of date. Add

sentence, expired review date does not invalidate SAP. A motion is made by Mr. Mays and seconded by Mr. Holt to approve SAP 1000 edits.

Mr. Humble           Aye  
Mr. Holt               Aye  
Mr. Mays             Aye

15. ***New business*** – 7900 rescue recovery funds procedures-clarification of what we can spend funds for. Should be in by-laws eventually.

16. ***Open Forum***

17. ***Schedule next meeting.*** - members will review the index for review at next meeting on July 21, 2016.

18. ***Adjournment*** – a motion was made by Mr. Mays and seconded by Chief Quattrini to adjourn the meeting at 8:57 p.m.

Mr. Humble           Aye  
Mr. Holt               Aye  
Mr. Mays             Aye