



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, 21 July, 2016, 7:00 p.m.
MINUTES
(posted 15 July, 2016)

Members Present

John Humble

Richard Holt

Skip Mays

Cheryl Wilcox

Excused:

Chief Quattrini

- 1. *Call to order, attendance, confirmation of posting and quorum*** – The Chairman called the meeting to order at 7:03 p.m. He confirmed there was a quorum present and the meeting was posted in all the required locations.
- 2. *Announcement of emergency evacuation procedure*** – The Chairman reviewed the emergency evacuation procedures.
- 3. *Acceptance of minutes of 9 June, 2016*** – a motion was made by Mr. Mays and seconded by Mr. Holt to approve the minutes of June 9th as written. All voted aye. Motion carried.
Mr. Holt* *Aye
Mr. Humble* *Aye
Mr. Mays* *Aye
- 4. *Review and possibly recommend revisions to SAP 1212.01 Time Off for Full Time Employees*** – Mr. Holt says leave it the way it is. There were no issues when renewing the contracts. A motion is made by Mr. Mays and seconded by Mr. Holt to accept SAP 1212.01 with no changes. All voted aye. Motion carried.
Mr. Holt* *Aye
Mr. Humble* *Aye
Mr. Mays* *Aye
- 5. *Review and possibly recommend revisions to SAP 5354.05 General Conduct Policy*** – paragraph 4.2.1 Harassment of any type 5354.05 should be 5370.01 Sexual Harassment, and 5370.02 Harassment/Workplace Violence policy. Get rid of 4.2.2 is redundant. Mr. Holt would like to see something in place for conflict of interest. Mr. Mays agrees. We have a Captain who works for a vendor. He doesn't know who else has connections that

should be brought to the BOD. He mentions a document of the RI Ethics Commission for public bodies that addresses that kind of thing. He will find the document and send it to Mr. Holt. Mr. Holt will find a form that he used to use. Mr. Humble says it sounds like it should be a separate SAP. A motion is made by Mr. Holt and seconded by Mr. Mays to approve SAP 5354.05 as amended. All voted aye. Motion carried. Mr. Holt will make the changes.

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

6. ***Review and possibly recommend revisions to SAP 7331.00 Payroll Procedure – n/a***

7. ***Review and possibly recommend revisions to SAP 5216.00 Correspondence Policy. Social media to be considered for inclusion –*** Mr. Humble reads from the Smithfield policy. Mr. Mays found NAFC has a template/recommendation. Other Districts have a wide range on social media. They recommend district counsel get involved in writing a policy. He suggests a separate SAP for social media. Ask the Chief to get the template. A motion is made by Mr. Holt and seconded by Mr. Mays to accept SAP 5216.00 as written. All voted aye. Motion carried.

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

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

9. ***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 –*** Mr. Mays says 7645 is out of date. The last time 1300.5 was reviewed was 2008. He says the SAP 7645 seems good but the attachments should be updated. We're still charging \$34/hr for a detail. The Chief should get back to us with some numbers.

10. ***Review SAP 1110.00 Membership Application Procedure (JH/SQ) –*** Mr. Humble will go over this with the Chief. 3.1 residence requirement for Jr Provisional Firefighters says that the Chief may waive residence requirement. Membership application 4A1 does not have the same language. Add that the Chief may waive the requirement. Mr. Humble asks when a member is a member. He thinks that there are a lot of volunteer departments that require a level of participation and investment in equipment. Paragraph 4 individual's desire shall complete application in their own handwriting. Mr. Holt seems that the wording is strange. Membership application form #2 what about a physical condition or 'do you have or have you had a mental disability that would prohibit you from performing your duties as a fire fighter'. 4.a-1 to read like 3.1. Ask the chief about performance standards.

11. ***Continue to review and update SAP 1000.00 SOP & SAP Procedures, Development and Approval*** – index is up to date. Department operating procedures as well as SAP's in consistent format? It would be a huge job. There should be a record of SOP's in the index but updating is the task of the Chief and not the BOD. Take into consideration a different format for SOPs for next meeting.
12. ***New business*** – n/a
13. ***Open Forum*** – n/a
14. ***Schedule next meeting*** - 8/11/16 SAP meeting - 8/18/16 BOD meeting
15. ***Adjournment*** – A motion is made by Mr. Mays and seconded by Mr. Holt to adjourn the meeting at 8:17 p.m. All voted aye. Motion carried.

<i>Mr. Holt</i>	<i>Aye</i>
<i>Mr. Humble</i>	<i>Aye</i>
<i>Mr. Mays</i>	<i>Aye</i>