



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, 11 August, 2016, 7:00 p.m.

AGENDA (*posted 7 August, 2016*)

OFFICIAL MINUTES

Members Present

John Humble

Richard Holt

WCS Mays III

Chief Quattrini

1. Call to order, attendance, confirmation of posting and quorum – The Chairman called the meeting to order at 7:01 p.m. He 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 21 July, 2016 – a motion was made by Mr. Holt and seconded by Mr. Mays to accept the minutes of July 21, 2016.

Mr. Humble	Aye
Mr. Holt	Aye
Mr. Mays	Aye
Chief Quattrini	Aye
4. Review the 7/29/16 OMA/APRA Attorney General’s Summit material – emphasis was on subcommittees or working groups. We have working groups that the Chief has for apparatus, procedures, etc. They are no closer today to have a handle on it. They will be looking at that closer in the future. What is the definition of subcommittee and working group?
5. Consider drafting an SAP that addresses conflict of interest – members don’t want to send to the Attorney, they want to make the SAP less formal and readable. Other benefits other than economic – would be the primary benefit. Mr. Humble would like to come up with a list and language of benefits. How widespread? To immediate family? Mr. Mays sent a link to the ethics commission to Mr. Holt. He needs more time to read it. Members agree that this is worth pursuing. Mr. Mays suggests the Chief bring it up at the Fire Chiefs meeting. Mr. Holt will continue to work on this. Attorney Harsch should review what is come up with.
6. Consider drafting an SAP that addresses the use of social media as its use may pertain to District and Department matters – Mr. Mays brings up a case in Texas where an EMT said that she wished she had slapped the patient. She was fired and claimed that free speech was violated. The Court did not agree. If someone requests input of others in an effort for

comment, it is protected. If intent is to discredit someone, it is not. Ask the Chief to ask the National Chiefs Assoc for a template. Ask Attorney Harsch if he has something that can be used.

7. Review and possibly recommend revisions to SAP 7331.00 Payroll Procedure – Exhibit A apparatus report. Who signs? Someone who will take the responsibility to certify who attended. Discussion of who should get credit for the call. Mr. Holt suggests documenting pay policies and if the BOD's agree with each one. The chief would like regular payroll forms. The Chief believes paying them hourly is easiest. One SAP that we already have would be the collection of data. The other SAP would be what we pay to the members. Mr. Holt will continue to work on this.
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 – SAP 7645 fees are inconsistent with current charges. The fee schedule is updated where necessary each year according to the Dawson Group. The Chief will get Smithfield's fees. The RI General Fire Code determines fees for building code. Mr. Humble will review RIGL 23.

1300 refusal from transport form (obtain a refusal to transport signature from patient). It's all in protocol. Mr. Humble will review.
10. Review SAP 1110.00 Membership Application Procedure (JH/SQ) – n/a
11. Continue to review and update SAP 1000.00 SOP & SAP Procedures, Development and Approval with enforces on the Department's SOPs – Members agree not to put SOP index in SAP. Pg 18 definition of active membership. 20% of all functions calculated at the end of the year. Review index and bring to next meeting what members believe should be an SAP. Chief would like it to be more specific.
12. Consider establishing a candidacy solicitation protocol for the filling of District elected positions – put form letters in tax bills. Emergency appointment of elected official in bylaws.
13. Consider drafting an SAP that describes the content to be maintained on the WCFD website – make a list of important and lacking information on the website. Annual report, audit, etc.
14. New business – draft for dual signatures on checking accounts.
15. Open Forum – n/a
16. Schedule next meeting – the next meeting will be on September 8, 2016
17. Adjournment – a motion is made by Mr. Mays and seconded by Mr. Holt to adjourn the meeting at 9:37 p.m.