



**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, 8 September, 2016, 7:00 p.m.**  
**OFFICIAL MINUTES**  
(AGENDA posted 2 September, 2016)

*Members Present*

John Humble

Cheryl Wilcox, Clerk

Richard Holt

WCS Mays III

1. Call to order, attendance, confirmation of posting and quorum – The Chairman called the meeting to order at 7:05 p.m. He confirmed there is a quorum present and the meeting was posted in all required locations. The Chairman reviewed the emergency evacuation procedure.
2. Announcement of 11 August, 2016 – tabled to the next meeting because of an error on the agenda.
3. Review and possibly recommend adoption by the BOD of an updated SAP 5354.05 General Conduct Policy that will include addressing conflict of interest and use of social media – Attorney Harsch assisted with this SAP. Mr. Holt asks how a vendor or visitor would be aware of this SAP. He doesn't think it should be referenced in the SAP. Mr. Mays says that he thinks it is something to protect the Dept from something a vendor may do. Mr. Humble says this is saying that we have the right to tell someone that what they are doing is not acceptable.

Change the word company to district in the 4<sup>th</sup> line down and remove comma after the word location.

4.2.3 – 'use of abusive language on or off premises'. Mr. Mays says if the individual is on district business, the wording is appropriate. Change to 'while conducting district business including the use of social media sites and/or the official WCFD website while they are on-duty'.

Protected concerted activity – attack of an individual is not protected.

5.1 – change all forms to any form.

Exhibit A – put date of SAP.

Mr. Holt thinks that this does not represent conflict of interest adequately. He is not adverse to letting this go through as such but should change in the future. Define what personal means. He wants to know beforehand if you have a business that we do business with. There should be

a separate SAP dealing with ethics. Add 'without full disclosure and approval by the BOD in advance'.

4.2.2 – acting under the influence of – add 'un-prescribed and/or debilitating drugs'.

A motion is made by Mr. Holt to accept SAP 5354.05 as amended. Motion seconded by Mr. Mays. All voted aye. Motion carried.

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

4. Review and possibly recommend revisions to SAP 7331.00 Payroll Procedure – Mr. Mays makes a motion to adjust the agenda to reflect SAP 7331.01 and 7331.02. Motion seconded by Mr. Humble. All voted aye. Motion carried.

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

Exhibit A is filled out by the individual department member (incident commander). A line will be added after each name for signature. Mr. Holt will ask the Deputy to simplify this.

Mr. Holt lists the pay rates. The significant thing is the overlapping duty calls that take place.  
3.1 – full timers who work after shift receive comp-time.

3.2 – training sessions going on, a call comes in; everyone gets training pay and call pay. Mr. Mays suggests at the beginning of the training an assignment roster be made for the members who will be paid if a call comes in. To justify this practice, the extra members are there if they are needed.

Mr. Holt would like to make a conclusion to this topic.

Mr. Mays suggests the SAP be approved as written and periodically check to see what it is costing and possibly revisit.

Mr. Humble says we don't have an overtime policy. Compared to what is going on in other organizations these people aren't getting paid a lot.

Mr. Holt a special incidence that will be reimbursed by FEMA. There are different compensation levels that we can pay and be reimbursed. There has been a reluctance to document the policy and pay rates and situations. Get guidance from the Chief.

5. Continue discussion regarding third party billing accounting/recording procedures and possible need for an SAP – n/a
6. 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 – the RIGL that says that smoke detector fees should be put towards fire prevention has been repealed.

7. Review SAP 1110.00 Membership Application Procedure (JH/SQ) – n/a
8. Review and possibly recommend to the BOD the adoption of SAP 7000.01 Banking Authority & Authorized Signatures – 2 signatures on a check for over \$10,000; no checks get printed for that account and you can only make transfers from that account to the Treasurers account. A motion is made by Mr. Mays to accept SAP 7000.01. Motion seconded by Mr. Holt. All voted aye. Motion carried.
 

Mr. Humble	Aye
Mr. Holt	Aye
Mr. Mays	Aye
9. Continue to review and update SAP 1000.00 SOP & SAP Procedures, Development and Approval with enforces on the Department’s SOPs that may conflict with or should be SAPs – n/a
10. Review and possibly update for BOD approval SAP 1110.00 Membership Application Procedure – n/a
11. Review and/or draft participation criterion in order to maintain Department membership status – n/a
12. Consider drafting a “General Personnel Information” document for new members – n/a
13. Review and possibly recommend to the BOD additions to the required advertising outlets outlined in SAP 1211.24 Duties and Responsibilities of the District Clerk in addition to any other necessary updates – n/a
14. Consider drafting an SAP that describes the minimum content to be maintained on the WCFD website – n/a
15. New business – n/a
16. Open Forum – n/a
17. Schedule next meeting – October 13, 2016
18. Adjournment – A motion is made by Mr. Holt and seconded by Mr. Mays to adjourn the meeting at 9:05 p.m. All voted aye. Motion carried.
 

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