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, 6 October, 2016, 7:00 p.m.
Unofficial Minutes
(Agenda posted 3 October, 2016)

Members Present
John Humble *Cheryl Wilcox*
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 7:05 p.m. He confirmed the meeting was posted in all required locations and there was a quorum present.

2. *Acceptance of 11 August, 2016 and 8 September, 2016 minutes* – a motion is made by Mr. and seconded by Mr. to approve the minutes of the 9/8/2016 and 8/11/2016 minutes.

John Humble	*Aye*
Richard Holt	*Aye*
WCS Mays III	*Aye*

All voted aye. Motion carried

3. *Review and possibly recommend revisions to SAP 7331.01 Payroll Procedure* – in 3.01 change potential to suspected, and again in the third line from the bottom.

   As an incident report shouldn't it have the ability to record every apparatus and person on the call and every person who stayed in the station? The Chief will work with the Deputy to revise both forms. Mr. Mays suggests removing the names from the worksheet and let people write them in as they use the form, duties and time in and time out.

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

5. *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* – is there a need to consolidate some of these? The Chief thinks they are obsolete and there are changes being made. RIGL 23-28.2 fees are consistent with what we have.

Mr. Mays suggests leaving the fee out of 4750 because the fees may change often. Just say fees will be consistent with 7645. Mr. Humble wonders if 1300.5 is really an SOP.

The Chief would like to see a crowd management policy. 2-11-3 and 6 and7 should be an SAP. 1300.5 and 7645 and 1300 becomes SOP. 4750 will retain and delete fees and make reference to fee schedule which is 7645.

4750 reference to RIGL that has been repealed.
Applicable chapters or RI fire laws and rules
Mr. Humble will work on 4750

6. *Review SAP 1110.00 Membership Application Procedure* (JH/SQ) – *same as #8*

7. *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

8. *Review and possibly update for BOD approval SAP 1110.00 Membership Application Procedure* – might use as minimum requirement driver license; FF1 gets hazmat then FF2 and first responder. Harassment SOP should be changed to reflect the SAPs. Chief will delete the SOP because there is an SAP.

9. *Review and/or draft participation criterion in order to maintain Department membership status* – n/a

10. *Consider drafting a "General Personnel Information" document for new members* – new member packet to include SOPs, SAPs, benefits and simple IRA.

11. *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* – and a local mass distributed publication. 4.7 4.7.1 compliant with OMA/APRA.

12. *Consider drafting an SAP that describes the minimum content to be maintained on the WCFD website* – the website contains what must be on it.

13. *New business* – n/a
14. *Open Forum* – n/a
15. Schedule next meeting – the next meeting will be on December 1, 2016.

16. Adjournment – a motion is made by the Chief and seconded by Mr. Mays to adjourn the meeting at 9:11 p.m. All voted aye. Motion carried.

John Humble	*Aye*
Richard Holt	*Aye*
WCS Mays III	*Aye*

All voted aye. Motion carried

Official minutes must be posted on or before 11/5/16, 30 days after the day of the meeting, or 7 days prior to the next regularly scheduled meeting, whichever date is earlier and regardless if not reviewed by the body or chairperson of the body. If the minutes have not been reviewed by the chairperson of the body, normally done at the next regularly scheduled meeting of the body, and/or not authorized for posting on the SOS website, the minutes must be reviewed by the chairperson of the body, make all necessary and agreed upon changes/corrections, and repost the minutes on the SOS website as "Official Minutes as Amended."*