



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.

Official 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.

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."*