



WESTERN COVENTRY FIRE DISTRICT

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AGENDA*

**Standard Administrative Procedure (SAP) Committee Meeting
Wednesday, June 02, 2010, 7 p.m.**

1. Call to order.
2. Acceptance of minutes of prior meeting(s).
3. Old business to be assisted by an open forum prior to the taking of votes.
 - a. Reconsideration of action on SAPs for HIPPA, Duties of the Safety Officer, and District Hiring Policy and Procedures.
 - b. Review board approval status of SAP 4570 – Property Disposal Procedure.
 - c. Determine status of all currently listed SAPs.
 - d. Establish assignments for action on currently listed SAPs needing attention.
4. New business to be assisted by an open forum prior to the taking of votes.
 - a. Adopt an official index and index format of SAPs.
 - b. Establish documentation electronic storage control plan. Server?
 - c. Review approved SAPs and SAPs currently under review by the committee for appropriate review dates.
 - d. SAPs to be established
 - i. Use of Rescue Recovery funds to be clearly defined.
 - ii. Use of Firemen's Fund to be defined if to continue as a WCFD account.
 - iii. Acceptable grievance process.
 - iv. Appropriate use of WCFD logos, symbols, letterheads, etc., by personnel accepting assignment to serve the district in an official capacity, e.g., director, committee member, department member.
 - v. Any other SAP that the committee deems as being necessary or has been requested by the Board of Directors and/or Department.
5. Schedule next meeting.
6. Adjournment

*Voting by the committee on SAP matters may take place.

WCFD SAP Committee Members
John Humble (C), Kent Novak, Richard Holt, Chief Joel Pomfret