



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
Thursday, 12 April, 2012, 7:00 p.m.**

AGENDA*

1. Call to order, attendance, confirmation of posting and quorum.
2. Acceptance of minutes of 8 March, 2012 meeting*
3. Review and possibly accept revisions to SAP 1211.20 Duties of the Board of Directors*
4. Review and possibly vote to revise SAP 5211.00 Minutes of Meetings*
 - a. Requirement for electronic recording and deleting same.
5. Review and possibly vote to revise SAP 5211.01 Conduct of Meetings*
 - a. Annual and Special Meeting agenda requirements.
 - b. Call of Annual or Special Meeting requirements
 - c. Posting of Candidates requirements
6. Review and possibly vote to accept revisions to SAP 12290.01 Personnel Recommendations*
7. Continue discussion related to developing procedures for auditing practices (RH).
8. Discuss further efforts to enhance department membership requirements/qualifications. (Skip/Chief)
9. Discuss further efforts to update SAP 5102.00 Accident Reporting & Investigation/VFIS. (JH)
10. Discuss further efforts to establish a HIPPA SAP. (Chief)
11. Develop computer use SAP. (Robert Hevey to assist.)
12. Education reimbursement SAP. (JH)
13. Inventory control SAP. (Capt. Guastini/JH)
14. Update status of FLSA compliance effort.
15. Discuss possible need for SAP that defines membership benefits.
16. SAP for tracking earned and accrued vacation and compensation time. (Capt. Guastini/JH)
17. Any other SAP that the committee deems as being necessary or has been requested by the Board of Directors, District and/or Department officers.
18. Open Forum
19. Schedule next meeting.
20. Adjournment

*Voting by the committee on SAP matters may take place. When ever practical and at the discretion of the chair, the meeting or any part there of may be conducted in an open forum.

WCFD SAP Committee Members

John Humble (C), Richard Holt, Skip Mays, Chief Donald Hall