



**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**

to be held at the above location

**Tuesday, 10 November, 2015, 7:00 p.m.**

**AGENDA**

*(posted 8 November, 2015)*

1. Call to order, attendance, confirmation of posting and quorum.
2. Announcement of emergency evacuation procedure.
3. Acceptance of minutes of 8 October, 2015.\*
4. Continue review and possibly recommend revisions to SAP 4205.00 Procurement Procedure.\*
5. Continue discussion regarding third party billing scope, practices and procedures and possible need for an SAP.\*
6. Review and possibly recommend revisions to SAP 5211.10 Records Keeping.\*
7. Verify that the revised SAP 1211.24 Duties of the Clerk is ready for recommendation for BOD approval.\*
8. Continue the consideration of establishing an SAP containing protocol criteria for detail coverage of special events within the District's community.\*
9. Continue to review the index of SAP's to identify and priorities those SAP's in need of review and or addition. For this meeting:.\*
  - a. SAP 4605.00 Authorization Reimbursable Expenses (RH)
  - b. SAP 5216.00 Correspondence Policy (RH)
  - c. SAP 5354.00 Harassment Policy (RH)
  - d. SAP 7100.00 District Budgetary Procedure (RH)
  - e. SAP 7900.00 Rescue Recovery Funds (RH)
  - f. SAP 1110.00 Membership Application Procedure (JH)
  - g. SAP 5720.10 Media Contact & Public Inquiries (JH)
10. New business.
11. Open Forum
12. Schedule next meeting.\*
13. Adjournment.\*

Note: the "Unofficial Minutes" of this meeting must be posted on the SOS site prior to midnight, 1 December, 2015. "Official Minutes" of this meeting are to be posted by 15 December, 2015 assuming that a following meeting of this body takes place on or before 15 December, 2015. "Official But Not Yet Approved Minutes" are to be posted on or before 15 December, 2015 should no meeting of this body take place by 15 December, 2015.

\*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 Steven Quattrini**