



**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**

**Wednesday, November 29, 2023 at 7:00 PM**

**UNOFFICIAL MINUTES**

*Agenda Posted November 27, 2023*

*Minutes Posted December 6, 2023*

*Members Present*

Skip Mays (Moderator)

Steve Bousquet, Chairman

Chief Cady (*excused*)

Richard Holt

Scott Murray

Jillian Winemiller

Mariann Gardener (Clerk)

**1. *Call to order, attendance, confirmation of posting and quorum present.***

Mr. Holt called the meeting to order at 7:00 p.m. and confirmed that a quorum is present and the agenda has been posted at the required locations.

**2. *Emergency evacuation procedure announcement.***

Mr. Holt identified the clearly marked emergency exits and appropriate escape route.

**3. *Acceptance of November 3, 2021 meeting minutes. \****

A motion is made by Ms. Winemiller and seconded by Mr. Bousquet to accept the minutes of the November 3, 2021 meeting.

All voted aye. Motion carried.

Richard Holt - aye

Steve Bousquet—aye

Jillian Winemiller--aye

**4. *Review and possibly recommend changes to SAP 1000.00 Standard Operating and Administrative Procedures, Development and Approval. \****

Mr. Holt will work with the Clerk and verify that all SAP updates are complete. Ms. Winemiller will work with the Chief and help with the organization of SOP's per schedule C.

**5. *Discussion of pending/tabled SAP's from last meeting to determine if changes are needed and to assign member responsibility;***

- a. **SAP 1110.00 Membership Qualification and Application Procedure with attention to applicant's driving background and medical history/condition. (JC)**  
Tabled
- b. **SAP 5210.10 Personnel Records. (SM)**  
Mr. Mays will continue with this SAP
- c. **SAP 1620.00 Disciplinary Procedure. (JC)**  
Tabled
- d. **SAP 4457.01 Information Technology (IT) Acceptable Use Policy. (SB)**  
Ms. Winemiller will work on and update the draft of this SAP.
- e. **SAP 4205.00 Procurement Policy (?).**  
Mr. Bousquet will work on this SAP
- f. **Develop SAP for Tax Collector's functions. (JS)**  
Steve Bousquet will check in with Joan Smith about status of this SAP.
- g. **Develop SAP for Treasurer's functions. (R.H.)**  
Richard Holt will verify that Mr. Underwood completed a draft for this SAP.
- h. **SAP 7645 Schedule of Fees and Charges**  
This SAP documents charges for details and services provided by the department. Mr. Mays will follow up with the Chief to use the FEMA listing of fees as a reference. Labor rates would be updated as needed.
- i. **SAP 7332.00 District Paid Education/Training.**  
Mr. Holt will research the status of this SAP.

6. **Review and possibly recommend changes to SAP 12620.0 Ordering Employees to work.\***  
The Chief may want to update this SAP. It will be left on the agenda for the next committee meeting.

7. **Review and possibly recommend changes to SAP 1212.01 PTO accrual.\***  
Mr. Bousquet will work on wording and discuss with the Chief. He will come back to the committee with changes.

8. **Resume discussion of Incident Reporting**  
It was noted that all rescue runs should be compared against the data from collections. Our recovery of collections are not as high as in the past. Income does not equal number of calls. A listing of runs including date and run number should be provided to the board. No HIPAA information is needed. We need to monitor if Coronis is following up with recovering payment requests. A meeting will be scheduled with Coronis to get report and have them supply us with the information going forward.

9. **Identify additional SAP's to be addressed by the Committee.**  
It was noted that there are many SAP's already in the works. But Cyber-Bulling and Social Media are new topics to look into. SB

## 10. Open Forum

Scott Murray questioned if the Dawson/Coronis group report and the run/incident report from Chief should be two different SAP's. Mr. Holt said they would resume discussion on this at the next meeting once more information is acquired, not sure at this time.

11. ***Schedule next meeting.*** \*

The next meeting is scheduled for January 4, 2024 at 7 p.m.

12. ***Adjournment.*** \*

A motion is made by Mr. Mays and second by Mr. Bousquet to adjourn the meeting at 9:38 p.m.

All in favor. All voted aye.

Richard Holt - aye

WCS Mays III – aye

Jillian Winemiller—aye

Steve Bousquet—aye

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

WCFD SAP Committee Members

Richard Holt, Skip Mays, Chief James Cady, Jillian Winemiller, Steve Bousquet