



WESTERN COVENTRY FIRE DISTRICT

1110 Victory Highway

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Standard Administrative Procedure (SAP) Committee Meeting

Thursday, January 4, 2024 at 7:00 PM

OFFICIAL MINUTES

Agenda Posted DECEMBER 31, 2023

Minutes Posted February 1, 2024

Members Present

Steve Bousquet

Skip Mays

Richard Holt, Chairman

Scott Murray (excused)

Jillian Winemiller

Mariann Gardener (Clerk)

Chief Cady

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

Mr. Holt called the meeting to order at 7:08 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 29, 2023 meeting minutes. **

A motion is made by Mr. Bousquet and seconded by Ms. Winemiller to accept the minutes of the November 29, 2023 meeting.

All voted aye. Motion carried.

Richard Holt - aye

Steve Bousquet—aye

Jillian Winemiller--aye

Skip Mays—aye

Chief Cady—aye

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

Ms. Winemiller worked with the Chief and helped with the organization of SOP's per schedule C. Tabled for now.

5. Discussion of pending/tables 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)

The Chief is satisfied with the SAP application procedure and will leave it as is.

b. SAP 1620.00 Disciplinary Procedure. (JC)

Tabled. Leave on the list for future changes.

c. SAP 4457.01 Information Technology (IT) Acceptable Use Policy. (SB)

Ms. Winemiller will work on and update the draft of this SAP.

d. SAP 4205.00 Procurement Policy (?).

Mr. Bousquet is working on this SAP

e. Develop SAP for Tax Collector's functions. (JS)

Steve Bousquet will check in with Joan Smith about status of this SAP.

f. Develop SAP for Treasurer's functions. (R.H.)

Mr. Holt received a draft of this SAP from former treasurer Mr. Underwood and will work on the draft to present to the committee at the next meeting.

g. SAP 7332.00 District Paid Education/Training.

This SAP will be left as is, no changes.

6. Review and possibly recommend changes to SAP 12620.0 Ordering Employees to work.*

The Chief may want to further review and update this SAP. A new order in chart will need to be created. The SAP will be reissued with new dates.

A motion is made by Mr. Holt and seconded by Ms. Winemiller to approve and reissue SAP 12620.0

All voted aye. Motion carried.

Richard Holt - aye

Steve Bousquet—aye

Jillian Winemiller--aye

Skip Mays—aye

Chief Cady—aye

7. Review and possibly recommend changes to SAP 1212.01 PTO accrual.*

Mr. Bousquet presented changes. More changes and language updates have been suggested to further update SAP 1212.01.

Mr. Bousquet will edit.

Tabled for now.

8. Review and possibly recommend changes to SAP-----Informational Reports.*

Mr. Mays assigned Number 3100.0 to this SAP. Mr. Mays made some minor changes and Mr. Holt will continue work on this SAP and re-present to the committee.

9. Review and possibly recommend changes to SAP 5210.10 Personal Records

Tabled

10. Review and possibly recommend changes to SAP 7645 Schedule of Fees and Charges

Tabled

11. Identify additional SAP's to be addressed by the Committee; in addition to Cyber-Bulling and Social Media.

The Chief noted that SOP 1013 is already in place and we should be able to use it to start working on a new SAP. The Chief stated that Cyberbullying is more like harassment and should be included as such. Steve will send out the SOP to members to look at and work on.

Mr. Mays noted that SAP 1300.5 needs to be modified to be consistent with SAP 7645.

Mr. Holt asked that the Clerk provide a report at the next BOD meeting concerning the status of signature confirmation of SAP 5370.01 Sexual Harassment Policy and SAP 5370.02. Harassment and Workplace Violence Policy.

12. Open Forum

None

13. Schedule next meeting. *

The next meeting is scheduled for February 1, 2024 at 7 p.m.

14. Adjournment. *

A motion is made by Mr. Holt and second by Ms. Winemiller to adjourn the meeting at 9:44 p.m.

All in favor. All voted aye.

Richard Holt - aye

WCS Mays III – aye

Jillian Winemiller—aye

Steve Bousquet—aye

Chief Cady--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, Scott Murray

