



WESTERN COVENTRY FIRE DISTRICT

1110 Victory Highway

Greene, Rhode Island 02827

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Standard Administrative Procedure (SAP) Committee Meeting

Thursday, February 1, 2024 at 7:00 PM

OFFICIAL not yet approved MINUTES

Agenda Posted January 30, 2024

Minutes Posted February 26, 2024

Members Present

Steve Bousquet

Skip Mays

Richard Holt, Chairman

Scott Murray

Jillian Winemiller

Mariann Gardener (Clerk)

Chief Cady

Tom Winemiller

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 January 4, 2024 meeting minutes. **

Ms. Winemiller noted that Item 4 should be recorded as tabled. Mr. Mays noted that Item 12 should be moved to Item 11 and Item 12 should now be “none”

A motion is made by Ms. Winemiller and second by Mr. Mays to accept the minutes of the January 4, 2024 meeting as modified.

All voted aye. Motion carried.

Richard Holt - aye

Steve Bousquet—aye

Jillian Winemiller--aye

Skip Mays—aye

Chief Cady—aye

Scott Murray--aye

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

Tabled

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

a. SAP 1620.00 Disciplinary Procedure. (JC)

Tabled. Leave on the list for future.

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

A motion is made by Mr. Mays and second by Ms. Winemiller to accept SAP 4457.01 Informational Technology (IT) Acceptable Use Policy with the discussed changes.

All voted aye. Motion carried.

Richard Holt - aye

Steve Bousquet—aye

Jillian Winemiller--aye

Skip Mays—aye

Chief Cady—aye

Scott Murray—aye

A second motion is made by Mr. Mays and seconded by Mr. Bousquet to TABLE SAP 4457.01 Informational Technology (IT) Acceptable Use Policy, and have Ms.

Winemiller make changes as discussed.

All voted aye. Motion carried.

Richard Holt - aye

Steve Bousquet—aye

Jillian Winemiller--aye

Skip Mays—aye

Chief Cady—aye

Scott Murray--aye

c. Develop SAP for Tax Collector's functions. (AD)

Tabled

d. Review SOP 1030 Cyber-Bulling for possible adoption as an SAP.

Tabled

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

Mr. Bousquet presented a revised draft of SAP 1212.01. The Committee recommended several changes.

A motion is made by Ms. Winemiller and second by Mr. Bousquet to accept SAP 1212.01 PTO Accrual with the discussed changes.

All voted aye. Motion carried.

Richard Holt - aye

Steve Bousquet—aye

Jillian Winemiller--aye

Skip Mays—aye

Chief Cady—aye

Scott Murray--aye

7. Review and possibly recommend changes to SAP 3100.00 Informational Reports.*

Mr. Holt presented a revised draft of SAP 3100.00. The Committee recommended a minor change.

A motion is made by Ms. Winemiller and second by Mr. Bousquet to accept SAP 3100.00 Informational Reports with the discussed change.

All voted aye. Motion carried.

Richard Holt - aye

Steve Bousquet—aye

Jillian Winemiller--aye

Skip Mays—aye

Chief Cady—aye

Scott Murray--aye

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

Tabled. Mr. Mays and the Chief will continue to work on this SAP.

9. Review and possibly recommend changes to SAP 7645.00 Schedule of Fees and Charges and SAP 1300.00 Special Assignment Details.

Tabled

10. Review and possibly recommend changes to SAP 4205.00 Procurement Policy. (SB)*

Tabled

11. Review and possibly recommend changes to SAP ----- Treasurer's Functions. (RH)*

Mr. Holt worked on Glenn Underwood's version of this SAP. Mr. Mays will assign a number to this SAP.

Tabled until a number is assigned.

12. Identify additional SAP's to be addressed by the Committee.

Mr. Mays will work on SAP 1300.05 and SAP 4750.00.

13. Open Forum

None

14. Schedule next meeting. *

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

15. Adjournment. *

A motion is made by Mr. Bousquet and second by Mr. Mays to adjourn the meeting at 9:34 p.m.

All in favor. All voted aye.

Richard Holt - aye

WCS Mays III – aye

Jillian Winemiller—aye

Steve Bousquet—aye

Chief Cady--aye

Scott Murray--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