



**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**

**AGENDA**

*Agenda Posted November 27, 2023*

1. Call to order, attendance, confirmation of posting and quorum present.
2. Emergency evacuation procedure announcement.
3. Acceptance of November 3, 2021 meeting minutes. \*
4. Review and possibly recommend changes to SAP1,000.00 Standard Operating and Administrative Procedures, Development and Approval. \*
5. Discussion of pending/abled 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 applicants driving background and medical history/condition. (JC)
  - b. SAP 5210.10 Personnel Records. (SM)
  - c. SAP 1620.00 Disciplinary Procedure. (JC)
  - d. SAP 4457.01 Information Technology (IT) Acceptable Use Policy. (SB)
  - e. SAP 4205.00 Procurement Policy (?).
  - f. Develop SAP for Tax Collector's functions. (JS)
  - g. Develop SAP for Treasurer's functions. (R.H.)
  - h. SAP 7645 Schedule of Fees and Charges
  - i. SAP 7332.00 District Paid Education/Training.
6. Review and possibly recommend changes to SAP 12620.0 Ordering Employees to work.\*
7. Review and possibly recommend changes to SAPP 1212.01 PTO accrual.\*
8. Resume discussion of Incident Reporting.
9. Identify additional SAP's to be addressed by the Committee.
10. Open Forum.
11. Schedule next meeting. \*
12. Adjournment. \*

\*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 Winemaaker , Steve Bousquet

*“Note: Secretary of State web site posting instructions for minutes of this meeting:*

*Unofficial minutes must be posted on or before 11/25/23, 16 days after the day of the meeting, or 7 days prior to the next regularly scheduled meeting, whichever date is earlier.+\**

*Official minutes must be posted on or before 12/9/23, 30 days after the day of the meeting, or 7 days prior to the next regularly scheduled meeting, whichever date is earlier and regardless if not reviewed by the body or chairperson of the body.\**

*(\* If the minutes have not been reviewed by the chairperson of the body, normally done at the next regularly scheduled meeting of the body, and/or not authorized for posting on the SOS website, the minutes must be reviewed by the chairperson of the body within 10 days, make all necessary and agreed upon changes/corrections, and repost the minutes on the SOS website as “Official Minutes as Amended.”*

*(+) As a precautionary measure, the above posting requirement dates are five (5) days earlier than the timely filing limits set by the RI Open Meetings Act § 42-46-7, ‘Minutes.’”*