



**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**

**Thursday, January 4, 2024 at 7:00 PM**

**AGENDA**

*Agenda Posted DECEMBER 31, 2023*

1. Call to order, attendance, confirmation of posting and quorum present.
2. Emergency evacuation procedure announcement.
3. Acceptance of November 29, 2023 meeting minutes. \*
4. Review and possibly recommend changes to SAP1000.00 Standard Operating and Administrative Procedures, Development and Approval. \*
5. Discussion of status of pending/tailed SAP's from prior meetings;
  - a. SAP 1110.00 Membership Qualification and Application Procedure with attention to applicants driving background and medical history/condition. (JC)
  - b. SAP 1620.00 Disciplinary Procedure. (JC)
  - c. SAP 4457.01 Information Technology (IT) Acceptable Use Policy. (JW & JG)
  - d. SAP 4205.00 Procurement Policy (SB).
  - e. Develop SAP for Tax Collector's functions. (AD)
  - f. Develop SAP for Treasurer's functions. (R.H.)
  - g. SAP 7332.00 District Paid Education/Training. (JC)
6. Review and possibly recommend changes to SAP 12620.0 Ordering Employees to work.\*
7. Review and possibly recommend changes to SAP 1212.01 PTO accrual.\*
8. Review and possibly recommend changes to SAP-----Informational Reports. \*
9. Review and possibly recommend changes to SAP 5210.10 Personal Records
10. Review and possibly recommend changes to SAP 7645 Schedule of Fees and Charges
11. Identify additional SAP's to be addressed by the Committee; in addition to Cyber-Bulling and Social Media.
12. Open Forum.
13. Schedule next meeting. \*
14. 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 Winemiller , Steve Bousquet, Scott Murray

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

*Unofficial minutes must be posted on or before 1/20/24, 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 2/3/24, 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.’”*