

SAP #1000.00

WESTERN COVENTRY FIRE DISTRICT Standard Administrative Procedure

#1000.00: Standard Operating and Administrative Procedures, Development and Approval

Effective Date: 12/21/17 **Review Date:** Continuous as necessary **No. of Pages:** 9

1.0 PURPOSE

To provide a consistent and standardized format for the development, formatting, subject title, approval and indexing of the Western Coventry Fire District administrative procedures and the Western Coventry Fire Department operational procedures and guidelines.

2.0 SCOPE

The following guidance should be utilized by personnel or groups engaged in the development, preparation and approval of standardized procedures or guidelines utilized by the Western Coventry Fire District and Fire Department. It is anticipated that administrative procedures will generally be developed by either members of the Board of Directors, elected officials of the District and/or by Officers of the Fire Department. Only Officers of the Fire Department will develop operating procedures and guidelines while utilizing appropriate input from any member.

3.0 POLICY

Approved administrative procedures shall be known as Standard Administrative Procedures (SAP's) and shall be viewed as the approved District policy on the subject. Approved operating procedures shall be known as Standard Operating Procedures (SOP's) or Standard Operating Guidelines (SOG's). Standard Operating Procedures shall be viewed as the approved policy of the Fire Department and shall be followed as published. Standard Operating Guidelines shall be viewed as general guidance in the performance of duties and assignments, but compliance is left to the best judgment of the individual member in light of conditions experienced at the time. The Chief shall determine the classification of an operational document as a "Procedure" or a "Guideline".

In all cases, formal procedures must be compliant with US federal and RI state laws, followed by the WCFD Charter, By-Laws and approved resolutions.

4.0 FORMAT

Standard Operational and Administrative Procedures and Guidelines should be generally prepared in the same format or layout as this procedure.

4.0.1 Heading

The heading should indicate the source of the document (Western Coventry Fire District or Western Coventry Fire Department) and the nature of the document (“Standard Administrative Procedure”, Standard Administrative Guideline”, “Standard Operating Procedure” or “Standard Operating Guideline”).

4.0.2 Number and Title

The Standard Subject Identification Code developed by the US Government has been adopted by the Fire District (example: SAP-1000.00) to numerically identify all administrative and operational procedures. This number and the brief subject, known as the title, will be clearly indicated just below the “Heading”. (This should also appear on each page thereafter).

Standard subject codes can be found in appendix A of this procedure (see appendix A)

For ease of reference, each major component of the procedure should be numbered in the same manner as this procedure.

4.0.3 Effective Date

The “Effective Date” for Standard Administrative Procedures shall be the date the procedure or guideline was approved by the District Board of Directors and any subsequent approved modifications or amendments thereafter.

The “Effective Date” for Standard Operating Procedure and Standard Operating Guidelines shall be the date the procedure or guideline was approved by the Chief and any subsequent approved modifications or amendments thereafter.

4.0.4 Review Date for Standard Administrative Procedures

The “Review Date” shall be the suggested date the procedure document is scheduled to be reviewed. The District Clerk shall be responsible for monitoring review dates for standard administrative procedures and ensuring that these documents are reviewed by the Board of Directors or its assignee. If the review indicates no changes are required, the District Clerk may reissue the document with a new “Review Date” after the Board’s approval has been obtained. Changes to the document will require Board approval. The “Review Date” does not preclude more frequent reviews/updates if changes warrant. An expired “Review Date” does not invalidate an SAP.

4.0.5 Review Date for Standard Operational Procedures and Guidelines

The Chief shall be responsible for ensuring operational procedures and guidelines are reviewed and updated (if necessary). The “Review Date” does not preclude more frequent reviews/updates if changes warrant.

4.0.6 Scope

The “Scope” of the procedure or guideline should indicate the intent of the document and what it’s supposed to accomplish.

4.0.7 Policy

If the document is to be treated as District or Departmental “policy” and must be followed, this needs to be clearly spelled-out. Likewise, if the document is for operational or administrative guidance and should be followed, but because of variable conditions and circumstances (such as the scene of a fire or accident), is left to the best judgment of the individual, this must be spelled-out as well.

4.0.8 Supporting Documentation

In some instances, other documentation will provide for a procedures supporting information and should be listed as a point of reference. Examples of such documentation could be the District Charter, the District By-Laws, state laws, adopted rescue and firefighting protocols, etc.

4.0.9 Procedures

This is where the various, step-by-step procedures are written in sequential “user-friendly” style and format. The procedures should consider the sequence (or order) the procedures should follow to complete the procedures in the most logical and safe fashion. An outline or “bulletized” format may be used to simplify the presentation. When necessary, detailed guidance may be required to ensure accuracy, safety and consistency. Procedures must be unambiguous and (except for “guidelines”), not subject to individual interpretation.

This section should identify any equipment or materials required to perform the procedure.

4.0.10 Page Numbering

So as to eliminate any question regarding the number of pages contained in a procedure, each page is to be identified numerically with its page number and the total number of pages involved in the procedure shall be indicated near the heading of the procedure.

5.0 DEVELOPMENT AND APPROVAL

“Approval” is a multi-stepped process that starts with the originator(s). The originator(s) of the procedure should seek out subject matter experts or individuals knowledgeable in the subject to be covered by the procedure and solicit their input and recommendations. These individuals should “approve” the document before presentation and review upwards through the chain of command.

5.0.1 Administrative procedures should be reviewed and “approved” by the senior individual responsible for the application or use of the procedure. The Chief and members of the Board of Directors should be provided with a working copy for their review and comment. When the originator is satisfied all details and discussion points have been covered and resolved, he/she should request placement of the proposed procedure on the agenda for approval at the next Board of Director’s meeting.

5.0.2 Operational Procedures and Guidelines should be developed, reviewed and “approved” by the respective Fire or Rescue Captain (depending on subject), the Deputy Chief and the Chief. These individuals are responsible to ensure the document meets all current federal and state firefighting/rescue standards or protocols.

6.0 DISTRIBUTION

Once an SAP is approved by the Board of Directors and assigned an effective date or an SOP is approved by the Chief and assigned an effective date, the District Clerk is to file and maintain copies in the official, organized, and searchable District Archives containing all prior versions of all SAP’s and SOP’s located at the Summit Station administration office. Following SAP and SOP approvals, copies are to be distributed by the District Clerk in accordance with at least the minimum distribution indicated in the index (see Appendix B) as defined as follows:

District (Dist.).....each District Directors, Officers and the Department Chief.
Department (Dept.).....members of the Fire Department.
Both.....both the above.

The District Clerk shall establish the necessary centralized locations and/or means for distribution that will facilitate effective notification to and accessibility by the intended recipients. It is expected that all Fire Department members and District Directors and Officers remain familiar with the applicable procedures as indicated by the minimum distribution.

7.0 TRAINING

The Chief is responsible for ensuring that members of the Fire Department are familiar with the content and guidance in all current operating procedures and guidelines as well as administrative procedures and guidelines that may impact their duties.

8.0 MASTER INDEX

The District Clerk shall be responsible for maintaining a current computerized Master Index of all procedures. This Master Index shall be Appendix B for Standard Administrative Procedures and Appendix C for Standard Operating Procedures and Guidelines to this procedure (see Appendix B and Appendix C). Paper copies of the Master Index are to be inserted as the first page(s) of the binders called for in section 6.0 of this procedure. The Master Index shall contain a listing in numerical order of all procedures, the title of the procedure, the title of the responsible reviewer(s), the approval/effective date and review date schedule. The District Clerk has the authority to and shall keep the Master Index of appendix B in this SAP current without the need for the Board of Director's or Chief's approval.

9.0 ORIGINAL/REVISION LOG

The District Clerk shall be responsible for maintaining a computerized log of all procedure originals and revisions. This log shall be kept sorted in the order of the procedure numbers. Each log entry shall contain the procedure number, the procedure title, the author of the original procedure or its revision, the procedure section(s) number revised and a very brief description of any revision and the effective date. (It is possible to combine the efforts associated with maintaining the Master Index and the Revision Log into one computerized spreadsheet and selectively printing the necessary information to satisfy sections 9.0 of this procedure should all this information not be necessary for the binders.)

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APPENDIX A
Standard Subject Identification Codes (SSIC)

The table below identifies the standard system of numbers used to group subjects into major subject groups.

Major Subject Groups

1000-1999	Personnel	Includes subjects relating to SAP formatting and the administration of personnel.
2000-2999	Communications	Includes subjects relating to general communication matters and to communication systems and equipment.
3000-3999	Operations & Readiness	Includes subjects relating to such matters as operational plans, on-scene operations, operational training and readiness, fire and EMS techniques/procedures.
4000-4999	Logistics	Includes subjects relating to the logistical support of the District and Department, including procurement, inventory control, inventory accountability, disposal, travel and transportation, maintenance, construction and mutual aid.
5000-5999	General Administration and Management	Includes subjects relating to the administration, organization and management of the Fire District and Fire Department, including records management programs, security, internal and external relations, audiovisual management, law and legal matters, office services, office automation and publication and printing matters.
6000-6999	Medicine	Includes subjects relating to medical matters such as physical fitness, physical qualifications, general medicine, EMS protocols and qualifications, EMS equipment and EMS supplies.
7000-7999	Financial Management	Includes subjects relating to the financial administration of the Fire District and the Fire Department, including budgeting, disbursing, accounting, auditing, special financial matters and statistical reporting.
8000-8999	Unassigned	
9000-9999	Apparatus and Equipment	Includes subjects relating to such matters as the design and characteristics of fire and rescue apparatus and assigned equipment.
10000-10999	General Material	Includes subjects relating to general categories of materials not included in the specialized material groups. It includes audiovisual/ photographic/video equipment and accessories, general machinery and tools not related to fire or EMS.
11000-11999	Facilities	Includes subjects relating to structures and facilities.
12000-12999	Unassigned	
13000-13999	Unassigned	

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APPENDIX B MASTER INDEX (Index updated **12/14/2017**)

SAP #	Subject	Review Assignee/ Distribution	Approval/ Effective Date	Review Date
1000.00	Std. Operating & Administrative Proc. (Instruction for formatting and indexing)	BOD/Both.	10/20/2010	As Needed
1110.00	Membership Application Procedure	BOD/Dept.	09/21/2017	02/2021
1110.01	Hiring Policy and Procedure	BOD/Both	03/09/2017	03/2020
1211.01	Duties of the Chief	BOD/Both	08/17/2017	08/2020
1211.02	Duties of the Deputy Chief	Chief/Both	08/18/2010	08/2013
1211.20	Duties of the Board of Directors	BOD/Dist.	05/15/2014	05/2017
1211.21	Duties of District Moderator	BOD/Dist.	02/16/2012	02/2015
1211.22	Duties of Treasurer	BOD/Dist.	08/17/2017	08/2020
1211.23	Duties of Tax Collector	BOD/Dist.	11/20/2014	02/2017
1211.23.1	Property Tax Policies	BOD/Dist.	11/20/2014	11/2017
1211.24	Duties of District Clerk	BOD/Dist.	11/19/2015	11/2018
1212.01	Personnel Time Off Full Time Empl.	BOD/Dept.	05/18/2017	05/2020
1212.02	Insurance and Death Benefits	BOD/Dept.	04/27/2017	04/2020
1212.03	Simplified IRA Plan	BOD/Both	04/27/2017	04/2020
1300.50	Special Assignments/Details	Chief/Dept.	12/15/2005	ASAP
1610.00	Personnel Evaluation Procedure	BOD/Both	04/27/2017	04/2020
1620.00	Disciplinary Procedure	BOD/Dept.	08/18/2010	08/2013
3502.00	Training Schedule and Administration	Chief/Dept.	None	ASAP
4205.00	Procurement Procedure	BOD/Both	06/16/2016	06/2019
4440.00	Gear & Equipment Accountability	Chief/Dept.	None	ASAP
4457.00	Personal Use of District Equipment...	BOD/Both	09/21/2017	09/2022
4457.01	Information Technology (IT) Use Policy	BOD/Both	None	ASAP
4570.00	Property Disposal Procedure	BOD/Dist.	04/27/2017	04/2020
4605.00	Authorization Reimbursable Expenses	BOD/Both	11/19/2015	11/2018
4641.10	Command Vehicle Use Policy	BOD/Dept.	04/27/2017	12/2020
4750.00	Fire Safety Code Insp. & Plan Rev. Fees	BOD/Dept.	07/16/2006D	ASAP
5102.00	Accident, Injury Reporting and Investigating	BOD/Dept.	None	ASAP
5116.00	Recommendations, Questions, Concerns & Complaints	BOD/Both	05/15/14	05/2017
5211.00	Minutes of District Meetings	BOD/Dist.	06/16/2016	06/2019
5211.01	Conduct of Meetings	BOD/Dist.	06/18/2015	08/2018
5211.02	Charter & By-Laws Committee	BOD/Dist.	03/15/2012	03/2015
5211.05	Access to Public Records	BOD/Dist.	02/26/2015	02/2018

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APPENDIX B
MASTER INDEX (continued)

SAP #	Subject	Review Assignee/ Distribution	Approval/ Effective Date	Review Date
5211.10	Record Keeping/Documentation	BOD/Both	11/19/2015	11/2018
5216.00	Correspondence Policy	BOD/Both	08/18/2016	08/2019
5354.00	Harassment Policy	BOD/Both	06/16/2016	Rescinded
5354.05	General Conduct Policy	BOD/Both	06/15/2017	06/2020
5354.10	Equal Opportunity	BOD/Both	06/15/2017	06/2020
5355.00	HIPAA	BOD/Dept.	None	ASAP
5370.00	Ethics and Standards of Conduct	BOD/Both	None	ASAP
5370.01	Sexual Harassment Policy	BOD/Both	05/19/2016	05/2019
5370.02	Harassment/Workplace Violence Policy	BOD/Both	05/19/2016	05/2019
5720.10	Media Contact & Public Inquiries	BOD/Both	12/17/2015	12/2018
7000.1	Banking authority & Auth. Signatories	BOD/Dist.	09/15/2016	09/2019
7010.00	Firefighter's Fund Administration	BOD/Dist.	05/18/2011	05/2016
7100.00	District Budgetary Procedure	BOD/Dist.	11/19/2015	11/2018
7200.00	Receipt of Fire Tax Payments	BOD/Dist.	07/21/2011	07/2014
7330.00	Accounting Procedure	BOD/Dist.	None	ASAP
7331.00	Payroll Procedure	BOD/Both	12/27/2010D	ASAP
7332.00	Paid Education/Training Expense	BOD/Both	9/21/2017	09/2020
7500.00	Audits, District & Department	BOD/Dist.	10/19/2017	10/2020
7645.00	Schedule of Fees & Charges	BOD/Both	07/19/2006	ASAP
7900.00	Apparatus Capital Equipment Funds	BOD/Dist.	04/27/2017	04/2020
9402.0	Security & Safety of Facilities	Chief/Dept.	None	ASAP
11014.00	Building Maintenance	Chief/Dist.	None	ASAP
11104.00	Rental Use of District Property/Facility	BOD/BOD	06/27/2013	06/2018
11325.00	Dry Hydrant/Cistern Requirements	Chief/Dist.	12/27/2010D	ASAP
12290.00	Recommendations, Personnel	BOD/Both	04/26/2012	04/2015

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APPENDIX C
MASTER INDEX

SOP/SOG #	Subject	Review Assignee	Approval/ Effective Date	Review Date
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Entries TBD