

SOP Committee meeting minutes

Location: Virtual Teams

Date: 09/23/2022

Time: 1:30 pm - 3:00 pm

Attendees: Lori Cherry, Robbie Jones, Tracy Shaw, Courtney Shannon, Anita Austin, Tonya Bagley, {Bernice Robinson - Absent}

Agenda items

1. Membership
 - a. Tracy Shaw wishes to step back from her committee duties for an undetermined amount of time. She wishes to be reconsidered for membership once things have settled down for her.
 - b. Courtney Shannon was offered membership. This was not done as a replacement for Lt. Shaw. She was added because her duties as the scheduling officer makes her input paramount for effective policy development. She was unanimously accepted by current membership.
2. Online SOPs
 - a. With the departure of former Chief Finch, someone needs access to post and edit SOPs to the website. A/C Cherry will follow up.
3. SOP Committee Email Address
 - a. Lt. Lefler requests that HIPPA be corrected to HIPAA. We will make the edit when access is provided.
4. Policy Discussion
 - a. SOP 101.11 - Open Shift Scheduling
 - i. Reviewed changes made by Directors. Committee agreed with all changes.
 - ii. Policy will be forwarded to IAFF when properly formatted.
 - b. SOP 101.07 - Leave
 - i. Reviewed changes made by Directors. Committee agreed with all changes.
 - ii. Policy will be forwarded to IAFF when edits are incorporated.
 - c. SOP 100.35 - Minimum Staffing
 - i. Committee discussed the impact of possibly eliminating the SOP completely.
 - ii. Agreed to table the SOP until a new Chief has been named in order to incorporate his or her vision into this SOP.

Owner(s)	Deadline	Status
Action items		
Obtain access to online SOPs	Chief Cherry	In progress
Correct HIPAA spelling	Captain Jones	Pending access
SOP 101.11 formatting	Captain Jones	In progress
SOP 101.11 to IAFF	Chief Cherry	Pending formatting
SOP 101.07 formatting	Captain Jones	In progress
SOP 101.07 for signatures	Chief Cherry	Pending formatting
SOP 101.07 to IAFF	Chief Cherry	Pending signatures

Next Meeting

Tuesday, Oct. 4, 2022 @ 1:30 pm via MS Teams