

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