

Park City Fire Service District  
Administrative Control Board - Regular Public Meeting Minutes  
Park City Fire District Headquarters  
January 14, 2009

Chairman Beck called the meeting to order at 6:30 p.m.

**Commissioners Present:** Chairman Robbie Beck, Commissioner Kent Cashel, Commissioner Shauna Kerr, and Commissioner Gary Vetterli.

**Fire District Personnel Present:** Chief Kelly Gee, BC Ray Huntzinger, Captain Bob Evans, Patti Berry, Bill Pyper, and Traci Madson.

**Public Present:**

**I. Approval of Previous Meeting Minutes:** Chairman Beck called for a motion to approve the minutes of December 17, 2008, moved by Commissioner Kerr, seconded by Commissioner Cashel, passed by all.

**II. Public Input:** None.

**III. Commission Reports:**

A. Correspondence: James L. Easton sent a letter and a very generous donation on behalf of his family to the Park City Fire District related to his December 22<sup>nd</sup> ambulance transport. Chief Gee responded to Mr. Easton's letter and thanked him for his generous donation. Mr. Easton has asked that 15% of the donation be used for baseball, softball, and other recreation equipment for the crews, with the remaining amount going to purchase emergency response equipment. The Easton family passes on their immense gratitude with the donation.

B. Bob and Patty Wells also sent a letter of appreciation related to the recent ambulance transport of a family member. Thank you goes out to the crews who helped these two families, as well as to all of the crews for their hard work.

C. Chief Gee reported that gift cards are frequently given to employees who go above and beyond their job duties. For example, Andy Avery speaks Spanish and goes on the radio once a week to deliver safety and emergency care messages in Spanish. Chief Gee also explained the Save-the-Chief-Some-Dough program. Pins are given for lives saved, and the crews are also taken out to lunch. The Fire District is working on furthering the District's employee recognition program. Commissioner Kerr reported that she as well as the other commissioners would also like to be involved in sufficiently recognizing the District's employees for their outstanding service.

D. Financials: All bills have been reviewed and signed.

E. Other: None.

**IV. Old Business:**

A. None.

**V. New Business:**

- A. Review of Revised Personnel Policies. Chief Gee gave some background on how the policy related to accepting gifts came about. Patti Berry explained cash and non-cash gift guidelines. Chairman Beck reported that certain gifts received by the Fire District could be considered a benefit rather than an individual personal gift. The Eccles Center Community Outreach program can provide certain entities tickets for performances, which could also be considered an employee benefit.
- B. Chairman Beck asked that the minutes reflect the change in the meeting schedule to the second and fourth Wednesdays of each month rather than the first and third Wednesdays. Administrative Control Board officers also need to be voted on. Commissioner Kerr moved to reappoint the existing officers that were in place during 2008 due to their exemplary service and willingness to serve, passed by all.

**VI. Staff Reports:**

- A. Chief Gee reported that Sundance would begin tomorrow. The inspectors have gone through all of the theaters. BC Huntzinger reported on several activities that will take place during Sundance and reported that the Fire District is ready for the festival.
- B. Chief Gee reported that the Fire District is in the process of a web site changeover. There will be a meeting next Thursday, January 22<sup>nd</sup>, at 8:00 a.m. at the administration building to discuss changes to the web site and logo design, for those interested in attending.
- C. BC Huntzinger reported that the Fire District was very busy during the holidays.
- D. Chief Gee reported that the Fire District would take delivery of its new engine sometime in February. Requests for bids on a new aerial truck have also gone out. The Fire District will be getting bids back within the next 30 days. The apparatus committee has been working on specifications for the new aerial truck.

**VII. Adjournment:** With no further business to come before the board, Chairman Beck called for a motion to adjourn, moved by Commissioner Kerr, seconded by Commissioner Cashel. Meeting adjourned at 6:50 p.m.

**VIII. Closed Session:** A closed session was held between the Commissioners and Chief Gee.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be held January 28, 2009, beginning at 6:30 p.m. at the Park City Fire District Administration Building, located at 736 Bitner Road, Park City, UT.

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

*Prepared by: Traci Madson*