

Park City Fire Service District
Administrative Control Board - Regular Public Meeting Minutes
Park City Fire District Headquarters
April 8, 2009

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

Commissioners Present: Chairman Robbie Beck, Commissioner James Bacon, Commissioner Kent Cashel, and Commissioner Shauna Kerr.

Fire District Personnel Present: Chief Kelly Gee, AC/FM Scott Adams, AC Bob Zanetti, BC Ray Huntzinger, CFO Bill Pyper, Patti Berry, and Traci Madson.

Public Present: None

I. Approval of Previous Meeting Minutes: Chairman Beck called for a motion to approve the minutes of March 11, 2009, moved by Commissioner Kerr, seconded by Commissioner Cashel, passed by all.

II. Public Input: None.

III. Commission Reports:

A. Correspondence: A letter from the Office of the State Auditor was received, which states that the Fire District is in substantial compliance with Generally Accepted Accounting Principles, Government Auditing Standards, and other provisions as set forth by State law. Thank you to Bill Pyper and others who helped with the recent audit.

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

C. Other: None.

IV. Old Business:

A. Adoption of Revised Policies. Patti Berry introduced Order Number III-E-1000, Motor Vehicle Record Reviews & Driving Requirements. Patti clarified this policy and some of the questions that came up during the last meeting when the policy was introduced. Patti reported that she spoke with VIS, the District's insurance carrier. This policy is basically being implemented by the Fire District and is not a requirement of VIS.

Patti Berry also introduced III-I-300, Family and Medical Leave. She explained some of the changes that have been made to this policy, which will be posted for review for two weeks. This policy takes into account FMLA regulations which went into effect on January 16, 2009, most of which deal with military leave.

Patti Berry introduced V-A-200, PCFSD Vehicles – Assignment, Use. Patti explained the tax regulations and explained that personal use, such as commuting to work, should be taxable to the employee. This policy will also be posted for two weeks.

Patti Berry also introduced V-A-300, Operational Services/Apparatus Placement, and IV-J-102, Administrative Control Board Compensation and Reimbursement, both of which will be deleted.

B. Other: None.

V. New Business:

A. None.

VI. Staff Reports:

- A. Chief Gee reported on today's paramedic graduation, in which Matt Meinhold graduated.
- B. Chief Gee reported that on April 29th there would be a promotional ceremony for Kurt Peterson, who was recently promoted to captain. Matt Meinhold will also be recognized for graduating from paramedic school.
- C. Chief Gee reported that the District is still working on the logo redesign
- D. Chief Gee reported that the chipping program should begin within the next couple of weeks.
- E. Chief Gee reported that the seasonal program would end Sunday. It has been another successful season.
- F. Chief Gee reported that the Fire District's new reporting software is working well. Chief Gee also reported on the new interface with the Spillman dispatching software.
- G. Chief Gee reported on last night's fire in Park Meadows. BC Huntzinger's company did an outstanding job.
- H. Chief Gee reported that the new engine has been placed into service. The new truck has been ordered, and a new staff vehicle will be delivered Friday.
- I. Bill Pyper reported that he has gone through the State bid process, and the Fire District will be receiving two new copiers.
- J. Chief Gee reported that the first quarter budget report will be delayed. Bill Pyper will have that ready by the first meeting in May.
- K. AC/FM Adams gave an update on the Station #33 project, which is now down to the selection of materials, IT, etc. The project will soon be ready for internal review.
- L. AC/FM Adams gave an update on new development. No new plans have been submitted. The next service provider meeting will take place on the 20th of this month.
- M. Chief Gee reported that all seasonal employees have received a letter stating that hiring has been postponed, and a decision will be made after July 1st as to whether or not the District will be hiring.

VII. Adjournment: With no further business to come before the board, Chairman Beck called for a motion to adjourn, moved by Commissioner Bacon, seconded by Commissioner Kerr. Meeting adjourned at 6:53 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be held April 22, 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