

Park City Fire Service District
Administrative Control Board - Regular Public Meeting Minutes
Park City Fire District Headquarters
April 21, 2010

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

Commissioners Present: Chairman Kent Cashel, Commissioner Jim Bacon, Commissioner Robbie Beck, and Commissioner Dianne Walker.

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

Public Present:

- I. **Approval of Previous Meeting Minutes:** Chairman Cashel called for a motion to approve the minutes of March 17, 2010, which was moved by Commissioner Beck, seconded by Commissioner Bacon, passed by all with one abstaining.
- II. **Public Input:**
- III. **Commission Reports:**
 - A. **Correspondence:** Chairman Cashel reported that three agreements will be signed tonight relating to the Station #33 project: a development agreement, the agreement with Summit Water for one share of water, and Rocky Mountain Power. Bill Pyper also presented the final independent audit report.
 - B. **Financials:** All bills have been reviewed and signed. Chief Gee reported on the new aerial truck which should arrive this Friday.
 - C. **Other:**
- IV. **Old Business:**
 - A. **None.**
- V. **New Business:**
 - A. Patti Berry presented several job descriptions and policies for review: III-E-113, Executive Assistant; III-E-114, Assistant Chief – Administrative Services; III-E-117, Fire Chief; III-I-400, Military Leave; III-L-200, FLSA Compliance. These will be posted for two weeks. The following will be deleted: III-L-201, FLSA Compliance for Administrative Employees, III-L-300, FLSA Compliance – Part-Time Personnel.
- VI. **Staff Reports and Input:**

- A. AC/FM Adams reported that open burning will be from May 1st to May 31st. The chipping program will also begin the first of June; the Fire District has already been receiving calls for chipping.
- B. AC/FM Adams reported that there would be an open house for the public on May 21st at Station #36 to discuss living within the wildland interface area.
- C. AC/FM Adams gave an update on new projects, including some affordable housing near the Summit Research Park, multiple housing units in the Newpark area, and another commercial and restaurant project. Chief Adams also gave an update on the charter school.
- D. Chief Gee gave an update on the training tower, which should be completed in a couple of months.
- E. Chief Gee reported that there could be cost increases associated with personnel in the future, and several employees will meet tomorrow to discuss ways to meet those costs.
- F. Chief Gee reported that the Fire District would receive a new aerial truck this week.

VII. Other:

- A. Chairman Cashel reported that after 25 years of service as the Fire Chief, Chief Gee has submitted a letter stating that he will be retiring effective October 1st. The commissioners commended Chief Gee for his years of service and helping to advance the Fire District.

VII. Adjournment: With no further business to come before the board, Chairman Cashel called for a motion to adjourn, moved by Commissioner Bacon, seconded by Commissioner Beck, adjourned at 6:45 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be held May 5, 2010, 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