

Park City Fire Service District
Administrative Control Board - Regular Public Meeting Minutes
Park City Fire District Headquarters
May 5, 2010

Executive Session: Chief Gee met in a closed Executive Session with the commissioners to discuss the process for selecting a new fire chief.

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

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

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

Public Present: Jim McHugh

I. Approval of Previous Meeting Minutes: Chairman Cashel called for a motion to approve the minutes of April 21, 2010, which was moved by Commissioner Beck, seconded by Commissioner Bacon, passed by all.

II. Public Input:

III. Commission Reports:

- A. Correspondence: A letter from the State Auditor's Office was received stating that the General Fund balance is too large. Bill Pyper reported that with revenues not increasing this year and expenses increasing, it will correct itself.
- B. Financials: All bills have been reviewed and signed.
- C. Other:

IV. Old Business:

- A. Adoption of Revised Personnel Policies. Patti Berry presented III-I-400 Military Leave and III-L-200 FLSA Compliance to be adopted. Patti explained one change to the FLSA policy. Patti also recommended that III-L-201 FLSA Compliance for Administrative Employees and III-L-300 FLSA Compliance Part-Time Suppression Personnel be deleted, since they have been combined with III-L-200. Chairman Cashel called for a motion to adopt III-I-400 and III-L-200 and delete III-L-201 and III-L-300, moved by Commissioner Vetterli, seconded by Commissioner Bacon, passed by all.

V. New Business:

- A. AC/FM Adams asked for the board's recommendation that the Fire District move forward with negotiations with Zwick Construction for the construction of the warehouse and Station #33. Chairman Cashel called for a motion to allow the Fire District to move forward with negotiations, moved by Commissioner Walker, seconded by Commissioner Gary, passed by all.
- B. AC/FM Adams asked for the board's recommendation that the Fire District move forward in developing a contract with Tim Baker to serve as the project manager on behalf of the Fire District for the warehouse and Station #33 project. Chairman Cashel called for a motion to allow the Fire District to develop a contract with Tim Baker, moved by Commissioner Beck, seconded by Commissioner Walker, passed by all.

VI. Staff Reports and Input:

- A. Captain Evans gave an update on training. The Fire District participated in Mobile Command Center training. There is another phase of the training that the crews have requested.
- B. Captain Evans reported that the Fire District has had training which involves simulating vehicle fires in sub-terrain parking levels. Captain Evans outlined the details involved in this training.
- C. AC/FM Adams reported that Newpark has two new projects that they have proposed, including a metro center.
- D. AC Zanetti reported that EMS Week will begin May 17. The administrative staff will be fixing lunch for the crews three days during that week. Also, the Park City Medical Center has also invited employees to a dinner on May 17th.
- E. Chief Gee reported that North Summit has picked up six employees from completion of the recent EMT class. North Summit is also finishing up an EMT-I class.
- F. Chairman Cashel reported that the Administrative Control Board will be putting together a process and finalize a job description for the position of fire chief. The commissioners will also seek the help of an outside firm and will seek recruitment from inside as well as outside candidates.
- G. Chief Gee reported that he would not be at the next two meetings, but one of the assistant chiefs would take charge of the meetings.

- 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 6:50 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be held May 19, 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