

Park City Fire Service District
Administrative Control Board - Regular Public Meeting Minutes
Park City Fire District Headquarters
May 4, 2011

Called to order by Chairman Walker at 6:30 p.m.

Commissioners Present: Chairman Walker, Commissioner Robbie Beck, Commissioner Michael Howard, and Commissioner Liza Simpson.

Fire District Personnel Present: Chief Paul Hewitt, AC/FM Scott Adams, AC Frank Heumann, AC Bob Zanetti, BC Bob Evans, BC Ray Huntzinger, Captain Dave Marsella, Patti Berry, Traci Madson, and Bill Pyper.

Public Present: None.

- I. **Approval of Previous Meeting Minutes:** Chairman Walker called for a motion to approve the minutes of April 6, 2011, moved by Commissioner Beck, seconded by Commissioner Howard, passed by all.
- II. **Public Input:** None.
- III. **Commission Reports:**
 - A. **Correspondence:** The Fire District received two thank-you notes from patients in conjunction with recent ambulance transports.
 - B. **Financials:** All of the bills have been reviewed and signed.
 - C. **Other:**
- IV. **Old Business:**
 - A. **None.**
- V. **New Business:**
 - A. **IV-H-101 Administrative and Operational Service Fees.** The policy was presented and will be posted for two weeks; it will go into effect once it is approved at the next meeting.
 - B. **II-B-100 Administrative Control Board Members.** This policy was presented during the work session and will be reviewed by the commissioners.
 - C. **Chairman Walker asked, in order to be consistent with the District's commitment to go paperless, whether technology should be provided to the commissioners in the form of an iPad.** Commissioner Simpson explained how it works with the city officials; a stipend is given to the members for the purchase of an iPad, taxes are paid on the stipend, but then the iPad becomes the property of the official. Commissioner Simpson pointed out that this is cost-effective for the City in that they may save \$20,000 in copying costs. AC Heumann reported that there are other factors that should be considered; it was also pointed out that the Fire District does not provide nearly that amount of copies for the commissioners to review. Commissioner Simpson suggested a cost analysis be put

together to see whether it would be cost effective. Commissioner Beck asked how it would be set up so as to keep all of the documents organized.

- D. **Frequency of ACB Meetings.** Chairman Walker asked how the commissioners would feel about going to meetings once a month. Chief Hewitt reported that most fire districts hold meetings once a month. Commissioner Simpson suggested that, due to the amount of information given during work sessions, the work sessions be extended. Chairman Walker suggested meeting once a month, with the work session beginning at 5:00 and lasting for 1.5 hours. Commissioner Howard asked about signing checks. Chief Hewitt reported that he would be happy to bring the checks around for commissioners to sign. Chairman Walker also suggested that the commissioners take turns in coming by to sign checks. Patti reported that the policy related to frequency of meetings will need to be changed. Commissioner Simpson suggested that the wording state that the board will hold a minimum of one meeting per month, with that meeting taking place the first Wednesday of each month. That way if there is an important matter or the need for another meeting during the month, one can be noticed. Patti reported that she would put together a draft of the policy change. Chairman Walker reported that the next meeting would take place on June 1st.

VI. Staff Reports and Input:

- A. Chief Hewitt reported that he participated in a strategic planning meeting with the County.
- B. Chief Hewitt reported that he and Commissioner Simpson attended an inter-agency task force meeting.
- C. Chief Hewitt reported on the upcoming Pink Heels Tour.
- D. Chief Hewitt reported that several Fire District firefighters participated in the Park City Follies.

VII. Other: Chairman Walker reported that she received a random survey from Summit County which talks about different agencies and how much money is spent for those services. Chairman Walker also thanked those firefighters who participated in the Park City Follies. Commissioner Beck reported that she received a thank-you note from Tom Clyde, stating that the Fire District did a great job. It was agreed that this is a great way for the community to connect with the different agencies.

VIII. Adjournment: With no further business to come before the board, Chairman Walker called for a motion to adjourn, moved by Commissioner Beck, seconded by Commissioner Simpson, adjourned at 7:10 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be held June 1, 2011, 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