

Park City Fire Service District
Administrative Control Board - Regular Public Meeting Minutes
Park City Fire District Headquarters
April 4, 2012

Called to order by Chairman Walker at 6:35 p.m.

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

Fire District Personnel Present: Chief Paul Hewitt, AC Bob Zanetti, BC Bob Evans, BC Ray Huntzinger, Captain Eric Hales, Patti Berry, Dave Dorsey, Traci Madson, and Bill Pyper.

Public Present: Bill Silva, Frank Heumann

I. Approval of Previous Meeting Minutes: Chairman Walker called for a motion to approve the minutes of March 7, 2012. Commissioner Simpson pointed out that in Section VIII under the Closed Session it refers to her as the Chair. Traci reported that she would make that correction. With that correction, Commissioner Simpson moved to approve the minutes, seconded by Commissioner Howard, passed by all.

II. Public Input:

III. Commission Reports:

- A. Correspondence: The Fire District received a thank-you letter from Park City Medical Center regarding a chemical exposure incident. The Fire District also received thank-you letters regarding the senior citizens' luncheon put on by the firefighters. The Fire District also received a thank-you letter from KPCW regarding the recent Valentine's Pledge Drive.
- B. Financials: All of the bills have been reviewed and signed. Bill Pyper reported that the audit has been completed, and all of the commissioners have a copy of the final audit report.
- C. Other: Chairman Walker asked that a raise for the Administrative Control Board, due to the increased amount of time spent on Fire District business, be addressed next month.

IV. Old Business:

- A. Adoption of III-I-1000 Emergency/Bereavement Leave. Chairman Walker called for a motion to approve with the changes discussed during the work session, moved by Commissioner Simpson, seconded by Commissioner Beck, passed by all.

V. New Business:

- A. Introduction of Revised VI-C-100 Patient Requests for Protected Health Information; Revised VI-C-301 Patient Care Reports; Revised VI-C-400 Medical Records of Employees; and Revised VI-C-600 Staff Member Verification. These policies were introduced and discussed during the work session. They will be posted for two weeks with the changes discussed.

VI. Staff Reports and Input:

- A. Chief Hewitt reported on the Polar Plunge that he and Police Chief Carpenter participated in.
- B. AC/FM Adams has been invited to participate in a national task group on Friday, April 20th in Quincy, MA, to discuss existing buildings and antifreeze fire sprinkler systems, with the goal of making recommendations to the technical committees responsible for NFPA 25 and 13D on how to address this new information. Chief Adams reported that the task group is charged with discussing concepts and potential approaches for existing buildings that utilize antifreeze.
- C. Chief Hewitt reported that he would be attending the National Fire Chiefs Convention in New Orleans this fall.
- D. Chief Hewitt reported that on May 9th the crews involved in the recent chemical spill at Park City Medical Center will be honored at a quarterly breakfast put on by the hospital.
- E. AC Zanetti reported on the upcoming Great Utah Shakeout drill on April 17th.
- F. AC Zanetti reported on the yearly Docudrama that will take place in two weeks.

VII. Other: None.

VIII. Closed Executive Session: Chairman Walker called for a motion to close the public meeting at 6:45 pm, moved by Commissioner Bacon, seconded by Commissioner Simpson, passed by all. Chairman Walker called for a motion to move into a closed executive session, moved by Commissioner Beck, seconded by Commissioner Bacon, passed by all

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be held May 2, 2012, 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