

Park City Fire Service District
Administrative Control Board - Regular Open Meeting Minutes
Park City Fire District Headquarters
December 5, 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 Commission Liza Simpson.

Commissioners Absent: None.

Fire District Personnel Present: Chief Paul Hewitt, AC/FM Scott Adams, AC Bob Zanetti, BC Steve Zwirn, Captain Brent Cannon, Patti Berry, Traci Madson, and Bill Pyper.

Public Present: Bill Silva, Jay Dyal

I. Approval of Previous Meeting Minutes: Chairman Walker called for a motion to approve the minutes of November 7, 2012. Commissioner Howard moved to approve the minutes, seconded by Commissioner Simpson, passed by all.

II. Public Input:

III. Commission Reports:

- A. Correspondence: The Fire District received a thank you email from Jim Gaut following some training that the Fire District crews participated in at Marriott Summit Watch.
- B. Financials: All of the bills have been reviewed and signed.
- C. Other:

IV. Old Business:

- A. Approval and Adoption of Policy III-E-700 Uniform and Grooming Standards; III-I-200 Sick Leave – Full-Time Personnel; and III-L-100 Compensation Program. Patti Berry reported that these three policies have been previously presented and posted for review. Chairman Walker called for a motion to approve, moved by Commissioner Simpson, seconded by Commissioner Howard, passed by all.

Close Regular Meeting and Open Budget Hearing

Chairman Walker called for a motion to close the Regular Meeting, moved by Commissioner Simpson, seconded by Commissioner Howard, passed by all. Chairman Walker called for a motion to open the Budget Hearing, moved by Commissioner Howard, seconded by Commissioner Beck, passed by all.

V. New Business:

- A. Adoption of Final 2012 and Initial 2013 General Fund, Special Revenue Fund, Debt Service Fund,

and Capital Projects Fund Budgets. Chairman Walker called for a motion to approve the following: Final 2012 General Fund revenues and expenditures in the amount of \$18,033,000, Special Revenue Fund revenues and expenditures in the amount of \$170,000, Capital Projects Fund revenues and expenditures in the amount of \$5,860,000, and Debt Service Fund revenues and expenditures in the amount of \$790,000; Initial 2013 General Fund revenues and expenditures in the amount of \$13,580,000, Special Revenue Fund revenues and expenditures in the amount of \$160,000, Capital Projects Fund revenues and expenditures in the amount of \$625,000, and Debt Service Fund revenues and expenditures in the amount of \$785,000. Commissioner Howard so moved, seconded by Commissioner Simpson, passed by all.

VI. Dismiss as PCFSD Administrative Control Board and Convene as Local Building Authority Board of the Park City Fire Service District, Utah.

Chairman Walker called for a motion to dismiss as the PCFSD Administrative Control Board and convene as the Local Building Authority Board of the Park City Fire Service District, moved by Commissioner Beck, seconded by Commissioner Howard, passed by all.

- A. Adoption of Final 2012 and Initial 2013 Budgets for the Local Building Authority of the Park City Fire Service District, Utah. Commissioner Beck moved to adopt the Final 2012 Local Building Authority Budget with expenditures in the amount of \$200,000 and the Initial 2013 Local Building Authority Board Budget with expenditures in the amount of \$20,000, seconded by Commissioner Bacon, passed by all.

Chairman Walker called for a motion to dismiss as the Local Building Authority Board of the Park City Fire Service District and reconvene as the PCFSD Administrative Control Board, moved by Commissioner Beck, seconded by Commissioner Howard, passed by all.

VII. Dismiss as the Local Building Authority Board of the Park City Fire Service District, Utah, and reconvene as PCFSD Administrative Control Board.

Close Budget Hearing and reopen Regular Meeting

Chairman Walker called for a motion to close the Budget Hearing and re-open the Regular Meeting, moved by Commissioner Simpson, seconded by Commissioner Howard, passed by all.

VIII. New Business cont.

- B. Quarterly Review of Financial Reports – Bill Pyper presented and discussed.
- C. Review Proposals from Firms to Perform Annual Audit. Chairman Walker called for a motion to move forward with management's recommendation to stay with the Fire District's existing audit firm of Hansen, Barnett & Maxwell, moved by Commissioner Simpson, seconded by Commissioner Howard, passed by all.

IX. Staff Reports and Input:

- A. Chief Hewitt reminded that the Fire District's holiday party will be held on Saturday, December 15th at the Utah Olympic Park. The Kids' Christmas Party will be held December 8th.

- B. Chief Hewitt reported on two major fires over the past month and commended the crews on the excellent job they did.
- C. Chief Hewitt reported that the second Fire Ops 101 will be coming up in the spring of 2013.
- D. Chief Hewitt reported and welcomed the Fire District's two new Administrative Control Board members, Jay Dyal and Christina Miller.
- E. Park City Medical Center held their quarterly awards breakfast and recognized the crews that extinguished the wildland fire near the hospital.
- F. Captain Fernandez and his crew assisted Ecker Hill Middle School in their annual cooking contest. The crew judged the food prepared by the students to crown an "Iron Chef" champion. This has become an annual event for the crews at Station 35.

X. Other:

- A. Commissioner Beck thanked all of the staff of the Park City Fire District and expressed her appreciation; she will always be a strong supporter of the Fire District. Commissioner Bacon seconded that sentiment. Chairman Walker thanked Commissioners Beck and Bacon for their incredible service over the years.
- B. Commissioner Bacon explained that UFRA had just accepted an RFP with Utah Disaster Kleanup as part of their "Board Up" program and reported that it has worked well. UDK will come up after a fire and secure the premises and assist with cleanup. Mr. Dyal reported that Salt Lake City has also done the same thing. Commissioner Simpson asked that North and South Summit also be included in any kind of an agreement. Chief Hewitt reported that he would look into that.
- C. Chief Hewitt reported that he would spend time with the two new commissioners and show them around the district. Chairman Walker also asked if the new commissioners could come ten minutes early to the January meeting; Chief Hewitt reported that he would let them know.

XI. Closed Executive Session: Discussion of the character, competence, or health of an individual; deployment of security personnel, devices, or systems; collective bargaining issues; pending or reasonably imminent litigation; purchase, exchange, lease, or sale of real property; investigative proceedings regarding allegations of criminal misconduct. There was no Closed Executive Session.

XII. Adjournment: Chairman Walker called for a motion to adjourn, moved by Commissioner Bacon, seconded by Commissioner Beck. The meeting adjourned at 6:45 pm.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be held January 2, 2013, 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