

Park City Fire Service District  
Administrative Control Board - Regular Public Meeting Minutes  
Fire District Administrative Office Building  
January 2, 2013

Chairman Dianne Walker called the meeting to order at 6:40 p.m.

**Commissioners Present:** Chairman Dianne Walker, Commissioner Jay Dyal, Commissioner Michael Howard, Commissioner Christina Miller, and Commissioner Liza Simpson.

**Commissioners Absent:** None.

**District Personnel Present:** Chief Paul Hewitt, AC/FM Scott Adams, AC Bob Zanetti, BC Bob Evans, AOIC Dave Marsella, Administrative Captain Eric Hales, Captain Shawn Winder, Inspector Casey Vorwaller, Patti Berry, Dave Dorsey, Traci Madson, and Bill Pyper.

**Public Present:** None.

**I. Approval of Previous Meeting Minutes:** Chairman Walker called for a motion to approve the December 5, 2012 minutes, moved by Commissioner Howard, seconded by Commissioner Simpson, passed by all. Commissioners Miller and Dyal abstained from voting.

**II. Public Input:** None.

**III. Commission Reports:**

A. Correspondence:

B. Financial: All bills have been reviewed and signed. Bill Pyper will get with the board members to update the signature cards so the new members can sign checks.

C. Other: None.

**IV. Old Business:**

A. None.

**V. New Business:**

A. Election of ACB Officers for the year 2013. Commissioner Simpson explained that the offices of Chair and Vice Chair rotate annually, but last year Chairman Walker agreed to serve a second term since the District was busy going through the insurance issues with the County and the Fire District needed a strong voice at some of the meetings. Commissioner Simpson reported that all ACB board members should take their turn serving in the various offices.

Chief Hewitt thanked Chairman Walker for all of her hard work during the time she served as the Chair. Commissioner Simpson nominated Commissioner Howard as Chair, seconded by Commissioner Walker, passed by all. Chairman Howard nominated Commissioner Simpson to serve as Vice Chair, seconded by Commissioner Miller,

passed by all. Commissioner Simpson nominated Commissioner Miller to serve as Secretary/Clerk and Commissioner Dyal to serve as Treasurer, seconded by Commissioner Walker, passed by all.

Commissioner Simpson brought with her the Park City Council's protocols as far as roles and responsibilities. It may be beneficial during the next work session to discuss what the board may want to adopt as far as roles and what may or may not be appropriate. Chief Hewitt also reminded that he posted the Little Manual from the Utah State Auditor's Office. Commissioner Simpson explained that these protocols would be more informal and could be reduced to a page.

**VI. Staff Reports and Input.**

- A. Chief Hewitt reported that the Fire District's year-end report would be posted by the middle to end of January.
- B. Chief Hewitt reported that several employees participated in raising approximately \$4,500 for the Historical Foundation at the Silver Queen Gala.
- C. Chief Hewitt explained this month's hazardous materials training and the use of the new "Level B+" chemical protective suits.
- D. Chief Hewitt reported that the Fire District conducted fire extinguisher training at Park City High School in December.
- E. Chief Hewitt thanked those who helped make the Fire District's adult and children's holiday parties a huge success.
- F. Chief Hewitt reported that Darren Nelson and Dustin Sexton were promoted to captain effective January 1, 2013.

**VII. Other Business:**

- A. Commissioner Simpson thanked Commissioner Walker for all of her hard work during the past two years as Chair of the Administrative Control Board. This was seconded by Chairman Howard.

**VIII. Adjournment:** With no further business to come before the board, Chairman Howard called for a motion to adjourn, moved by Commissioner Simpson, seconded by Commissioner Walker. Meeting adjourned at 6:45 p.m.

**IX. 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.

Chairman Howard called for a motion to move into Closed Executive Session and asked for a roll call: Commissioner Simpson present, Commissioner Walker present, Commissioner Dyal present, Commissioner Miller present, and Chief Hewitt present. A Closed Executive Session began at 6:46 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be held February 6, 2013, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, Utah 84098.

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

*Prepared by: Traci Madson*