

Park City Fire Service District  
Administrative Control Board - Regular Public Meeting Minutes  
Fire District Administrative Office Building  
March 6, 2013

Chairman Michael Howard called the meeting to order at 6:30 p.m.

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

**Commissioners Absent:** None.

**District Personnel Present:** Chief Paul Hewitt, AC/FM Scott Adams, AC Bob Zanetti, BC Bob Evans, BC Eric Hales, BC Steve Zwirn, Captain Darren Nelson, Captain Shawn Winder, Patti Berry, Dave Dorsey, Traci Madson, and Bill Pyper.

**Public Present:** Bill Silva

**I. Approval of Previous Meeting Minutes:** Chairman Howard called for a motion to approve the February 6, 2013 minutes, moved by Commissioner Walker, seconded by Commissioner Miller, passed by all.

**II. Public Input:** None.

**III. Commission Reports:**

- A. Correspondence: The Fire District received a thank-you note from the parent of a patient recently transported. She thanked the crews for the wonderful job they did.
- B. Financial: All bills have been reviewed and signed. Commissioner Walker asked about a check which is for the new Fire District posters.
- C. Other: None.

**IV. Old Business:**

- A. None.

**V. New Business:**

- A. Review of annual audit report for year ending December 31, 2012. This was reviewed during the work session. Chairman Howard called for a motion to approve the audit report for year ending December 31, 2012, moved by Commissioner Miller, seconded by Commissioner Walker, approved by all. Commissioner Simpson abstained from voting.
- B. Review of IV-H-101 Administrative and Operational Service Fees. This was presented and discussed during the work session and will be approved at next month's meeting.

**VI. Staff Reports and Input.**

- A. Chief Hewitt reported on the Tackle the Tower event that the Fire District participated in. They took second place.
- B. Chief Hewitt reported on the recent promotional ceremony held on February 28<sup>th</sup>. Captains Sexton and Nelson, Engineer Higgins, and Battalion Chiefs Harwood and Hales were all recognized.
- C. Chief Hewitt reported that Captain Brandon Moore is being honored by the American Red Cross.
- D. Chief Hewitt reported that the EMS crew of the quarter will be honored at Park City Medical Center on March 13<sup>th</sup>.
- E. Chief Hewitt reported that the Fire District will have a team bowling in the Summit-Wasatch Bowl for Kids' Sake 2013 on March 23<sup>rd</sup> at Jupiter Bowl.
- F. Chief Hewitt reported that Scott Greenwood and Sean Briley participated in the Polar Plunge benefitting Special Olympics on February 13<sup>th</sup>.
- G. Chief Hewitt reported that the Fire District assisted KPCW with their Valentine's Day fund drive.
- H. Chief Hewitt gave an update on the Utah State Fire Caucus on February 11<sup>th</sup>.

**VII. Other Business:**

- A. Commissioner Simpson reported that the recreation advisory board is making improvements to the dog park at Quinn's Junction and wanted to know if the Fire District had any old hydrants. AC/FM Adams reported that they would need to ask the water department who is in charge of the hydrants.

**VIII. Adjournment:** With no further business to come before the board, Chairman Howard called for a motion to adjourn the Public Meeting and move into Closed Session, moved by Commissioner Simpson, passed by all. The Public Meeting adjourned and the Closed Session began at 6:50 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.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be held April 3, 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*