Park City Fire Service District
Administrative Control Board - Regular Public Meeting Minutes
Fire District Administrative Office Building
April 3, 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, and Commissioner Liza Simpson.

Commissioners Absent: Commissioner Dianne Walker

District Personnel Present: Chief Paul Hewitt, AC/FM Scott Adams, AC Bob Zanetti, BC Bob Evans, BC Eric Hales, BC Patrick Harwood, BC Steve Zwirn, Captain Steve Boyd, Captain Brent Cannon, Captain Dave Marsella, PM Andy Avery, FF Eric Wagstaff, Patti Berry, Dave Dorsey, Traci Madson, and Bill Pyper.

Public Present: Bill Silva, Ella Avery, Zoe Avery, Max Avery, Sarah Avery

I. **Approval of Previous Meeting Minutes:** Chairman Howard called for a motion to approve the March 13, 2013 minutes, moved by Commissioner Miller, seconded by Commissioner Simpson, passed by all. Chairman Howard called for a motion to approve the March 6, 2013 minutes, moved by Commissioner Simpson, seconded by Commissioner Dyal, passed by all with Commissioner Miller abstaining. Commissioner Simpson asked that the March 6 minutes reflect that she came late to the meeting and was not in attendance for the whole meeting.

II. **Public Input:** None.

III. **Commission Reports:**

A. Correspondence: The Fire District received a letter from FEMA regarding the Assistance to Firefighter Grant. The Fire District also received a letter from Hansen, Barnett & Maxwell who conducted the recent audit of the Fire District.

B. Financial: All bills have been reviewed and signed. The final copy of the audit report is on Sharepoint.

C. Other: Commissioner Simpson reported that during the next work session she would like to meet early and discuss some of the items that were presented during today's UASD training. It was suggested to change item C from Other to Possible Future Agenda Items. Bill Pyper also reported that the W2 issue also needs to be discussed. Chairman Howard suggested meeting an hour earlier next month.

IV. **Old Business:**

A. Approval of IV-H-101 Administrative and Operational Service Fees. Chairman Howard called for a motion to approve, moved by Commissioner Simpson, seconded by Commissioner Miller, passed by all.

V. New Business:

A. Approval of Hearing Board Officers. Chairman Howard presented the list of proposed hearing board officers. Chairman Howard called for a motion to approve, moved by Commissioner Simpson, seconded by Commissioner Dyal, passed by all.

VI. Staff Reports and Input.

A. Chief Hewitt reported that EMS Appreciation Week will be May 13, 15, and 16 and will be hosted by Park City Medical Center.

B. Chief Hewitt reported that the crews will participate in Summit County Government night on April 11; this is an educational night for over 100 children

C. Chief Hewitt reported that Captain Nelson would be working with Silver Queen Derby to help raise funds for the People's Health Clinic.

D. Chief Hewitt reported that on April 17 the Fire District will participate with Summit County in an earthquake drill.

E. Chief Hewitt reported that Captain Randy Scott and his crew will host a dinner auctioned for International Project.

F. Chief Hewitt reported that on March 28th PCFD volunteers participated in a ski race to benefit the National Ability Center. Also on March 28th PCFD volunteers participated in a Bowling for Kids' Sake event.

G. Chief Hewitt reported that PCFD will assist Recycle Utah on May 4th with a collection event.

VII. Other Business:

A. Commissioner Simpson reported that during next month's work session, agenda item "VII Other Business" also needs to be changed since there needs to be more specificity.

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, seconded by Miller, passed by all. The Public Meeting adjourned and the Closed Session began at 6:38 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.

X. Reconvene Open Meeting and Adjournment: After coming out of Closed Executive Session Chairman Howard called for a motion to adjourn, moved by Commissioner Simpson, seconded by Commissioner Miller, passed by all. Meeting adjourned at 7:00 p.m.

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