Park City Fire Service District
Administrative Control Board - Regular Public Meeting Minutes
Fire District Administrative Office Building
June 4, 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 Walker.

Commissioners Absent: None.

District Personnel Present: Chief Paul Hewitt, AC/FM Scott Adams, BC Bob Evans, BC Steve Zwirn, Ken Smith, Inspector Casey Vorwaller, Patti Berry, Dave Dorsey, Traci Madson, and Bill Pyper.

Public Present: Bill Silva, Roger Armstrong

I. **Approval of Previous Meeting Minutes:** Chairman Howard called for a motion to approve the May 1, 2013 minutes, moved by Commissioner Simpson, seconded by Commissioner Walker, passed by all.

II. **Public Input:** None.

III. **Commission Reports:**

A. Correspondence: The Fire District received a thank-you note from a person who stopped by Station #33 and asked the crew to assist her with a medical problem; the Fire District received a thank-you card and donation for chipping services; the Fire District received two thank-you emails related to the dinner prepared by Captain Scott's crew as a result of the Rotary silent auction as well as station tour.

B. Financial: All bills have been reviewed and signed.

IV. **Old Business:**

A. None.

V. **New Business:**

A. Quarterly Financial Review. Financials were discussed during the work session.

VI. **Staff Reports and Input.**

A. One of the new motorcycles was present for the ACB and staff to see. Chief Hewitt reported that BC Hales would be making a presentation to the Park City Rotary and press in the near future of the Fire District's new motorcycle program. The commissioners are also invited to attend.

B. Chief Hewitt reported that the Utah State Firemen's Convention would begin next week, with Governor Herbert attending on Thursday.

C. Chief Hewitt reported that the second Fire Ops 101 class will be held this fall.

D. Chief Hewitt reported on the success of the recent Docudrama for Park City High School.

E. Chief Hewitt thanked BC Hales for his hard work with the high school EMT class which finished up this week.

VII. Discussion of Possible Future Agenda Items/Additional Comments:

A. Commissioner Simpson discussed issuing an RFP to review Fire District personnel policies. Chief Hewitt reported that he would try to get them for the July meeting but it would probably be August.

B. Chairman Howard reported that he and Bill Pyper have discussed the pros and cons about the commissioners receiving a 1099 rather than a W-2. Chairman Howard asked that this be put on the agenda for July.

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 Dyal, passed by all. The meeting adjourned at 6:43 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. There was no Closed Executive Session.

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