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

Commissioner Liza Simpson called the meeting to order at 6:34 p.m.

Commissioners Present: Commissioner Jay Dyal, Commissioner Christina Miller, Commissioner Liza Simpson, and Commissioner Dianne Walker

Commissioners Absent: Chairman Michael Howard

District Personnel Present: Chief Paul Hewitt, AC/FM Scott Adams, AC Bob Zanetti, BC Eric Hales, BC Patrick Harwood, Captain Dave Marsella, FF Matt Meinhold, Patti Berry, Dave Dorsey, and Bill Pyper

Public Present: Bill Silva

I. **Approval of Previous Meeting Minutes:** Commissioner Simpson called for a motion to approve the July 2, 2013 minutes, moved by Commissioner Walker, seconded by Commissioner Dyal, passed by all.

II. **Public Input:** None.

III. **Commission Reports:**

A. Correspondence: The Fire District received a thank you email from People's Health Clinic related to the recent auction donation.

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

IV. **Old Business:**

A. None.

V. **New Business:**

A. W-2 vs. 1099 for ACB will be moved to next month's agenda.

B. Award RFP for Human Resources Policy Review and Revision. Commissioner Simpson called for a motion to award the RFP to Human Resource Strategies, moved by Commissioner Miller, seconded by Commissioner Dyal, passed by all.

C. Review proposals received from RFP and select company to perform fiber upgrade duct installation. Commissioner Simpson called for a motion to award the RFP to Sorenson Construction, moved by Commissioner Walker, seconded by Commissioner Dyal, passed by all.

D. Discussion and possible approval of 2% increase to administrative pay scales. Commissioner Miller moved to approve, seconded by Commissioner Dyal, passed by all.

VI. Staff Reports and Input.

A. The Elk's Club will honor FF/PM Zane Thompson as Firefighter of the Year on August 17th at Rotary Park.

B. The next Fire Ops 101 is scheduled for September 28th.

C. The Miner's Day parade and festival will be held September 2nd.

D. The Fire District participated in the July 4th parade with the antique fire engine, engine crew, and the motorcycles.

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

A. Discussion regarding a W-2 vs. 1099 for the ACB, deferred from last month.

B. Possible approval of the Task Performance Testing.

C. Approval of inter-local agreement between Park City Fire District and South Summit Ambulance.

VIII. Adjournment: With no further business to come before the board, Commissioner Simpson called for a motion to adjourn the Public Meeting, moved by Commissioner Dyal, seconded by Commissioner Walker, passed by all. The Public Meeting was adjourned at 6:41 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 September 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*