

Park City Fire Service District
Administrative Control Board - Regular Public Meeting Minutes
Fire District Administrative Office Building
October 1, 2013

Chairman Michael Howard called the public meeting to order at 6:38 p.m.

Commissioners Present: Chairman Michael Howard, Commissioner Jay Dyal, Commissioner Liza Simpson, and Commissioner Dianne Walker

Commissioners Absent: Commissioner Christina Miller

District Personnel Present: Chief Paul Hewitt, AC Bob Zanetti, BC Eric Hales, BC Patrick Harwood, Captain Chris Pendleton, Captain Shawn Winder, Pete Emery, Bryan Grohovena, Patti Berry, Traci Madson, and Bill Pyper.

Public Present: None.

I. Approval of Previous Meeting Minutes: Chairman Howard called for a motion to approve the September 3, 2013 minutes, moved by Commissioner Dyal, seconded by Commissioner Walker, passed by all. Commissioner Simpson abstained from voting due to absence from last meeting.

II. Public Input:

III. Commission Reports:

- A. Correspondence: The Fire District received several thank you letters from the public.
- B. Financial: All bills have been reviewed and signed.
- C. Other: Commissioner Simpson asked who would be paying for the existing conduit that was damaged. Chief Hewitt reported that he would look into it. Commissioner Simpson also suggested that the Fire District start budgeting for the increase in chipping since that program will likely grow over the years.

IV. Old Business:

- A. Adoption of III-I-200 Sick Leave – Full-Time Personnel. Chairman Howard called for a motion to approve the policy with the suggestion by Commissioner Simpson to make the policy gender neutral, moved by Commissioner Simpson, seconded by Commissioner Dyal, passed by all.
- B. Approval of contractor for Structure Energy Efficiency proposal, Behr Electric. Chairman Howard called for a motion to approve, moved by Commissioner Simpson, seconded by Commissioner Walker, passed by all.
- C. Approval of vendor Health Metrics for the Task Performance Testing. Chairman Howard called for a motion to approve, moved by Commissioner Simpson, seconded by Commissioner Dyal, passed by all.

V. New Business:

- A. W-2 vs. 1099 for ACB. This will be tabled until the next meeting.

VI. Staff Reports and Input.

- A. The new recruit class began today.
- B. Promontory held a thank-you barbecue on September 8th for all those who helped with the Rockport fire.
- C. Park City Fire participated in the Tour de Suds. Several employees participated in the bike race, which is approximately 10 miles uphill.
- D. A memorial piece from the 9/11 Twin Towers was escorted by Engine 37 through I-80 on Friday, September 20th. Chief Hewitt spoke at a memorial service on September 28th.
- E. The second annual Fire Ops 101 was held on September 21st. Two of the ACB commissioners attended and Chairman Howard thanked all of those who worked to put it on. Several who were unable to attend asked for the class to be held again.
- F. The Safety Fair was held at the Park City Fire administrative offices on September 28th.

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

- A. W-2 vs. 1099
- B. Commissioner Simpson asked about the status of the outside review of the policies and procedures. Patti reported that Brenda Tranchina just finished reviewing all of the policies and procedures and will be sending Patti several at a time. Commissioner Simpson asked if they could receive two or three per meeting to review.

VIII. Adjournment: With no further business to come before the board, Chairman Howard called for a motion to adjourn the Public Meeting, moved by Commissioner Walker, seconded by Commissioner Simpson, passed by all. The Public Meeting was adjourned 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. There was no Closed Executive Session held.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be held November 5, 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