

Park City Fire Service District  
Administrative Control Board - Regular Public Meeting Minutes  
Park City Fire District Headquarters  
June 2, 2010

Chairman Cashel called the meeting to order at 6:30 p.m. and reported that the Commissioners did not meet in the Executive Session that was planned for 4:00 p.m. today.

**Commissioners Present:** Chairman Kent Cashel, Commissioner Jim Bacon, Commissioner Robbie Beck, Commissioner Gary Vetterli, and Commissioner Dianne Walker.

**Fire District Personnel Present:** AC/FM Scott Adams, BC Mark Billmire, Captain Bob Evans, Patti Berry, Traci Madson, and Bill Pyper.

**Public Present:**

**I. Approval of Previous Meeting Minutes:** Chairman Cashel called for a motion to approve the minutes of May 5<sup>th</sup>, 2010, moved by Commissioner Bacon, seconded by Commissioner Walker, passed by all. Chairman Cashel called for a motion to approve the minutes of May 19<sup>th</sup>, 2010, moved by Commissioner Vetterli, seconded by Commissioner Beck, passed by all.

**II. Public Input:**

**III. Commission Reports:**

- A. Correspondence: Chairman Cashel reported that the Commission received a letter from Russell Brinkerhoff, son of one of the Fire District's paramedics, who has graduated with a 3.8 GPA and intends to study fire science. The Fire District is awarding him a \$500 scholarship.
- B. Financials: All bills have been reviewed and signed.
- C. Other: Traci reported that the Fire District received a thank-you letter from a patient who commended crew members for their outstanding care.

**IV. Old Business:**

- A. None.

**V. New Business:**

- A. Bill Pyper asked that the Commission award to KME the conversion of the BME to a heavy rescue. Chairmen Cashel reported that this issue was discussed during the work session and called for a motion to award the project to KME, moved by Commissioner Vetterli, seconded by Commissioner Walker, passed by all.

## **VI. Staff Reports and Input:**

- A. Captain Evans reported on some upcoming outside training. On July 10<sup>th</sup> and 11<sup>th</sup> the Utah Task Force One will sponsor a deployment exercise at Station #36.
- B. Captain Evans reported that there will be an upcoming operational water rescue class on June 10<sup>th</sup> through June 12<sup>th</sup>.
- C. Captain Evans reported that the Fire District would participate in an emergency vehicle driving class. There will be awards given to the employees who hit the least number of cones and win the most points.
- D. Captain Evans reported on the results of the captain's test. The top one-third will participate in interviews with a chief. The top six employees include Isaac Morfin, Mike Owens, Chris Pruyne, Charles Ray, Dusty Sexton, and Shelly Vetterli.
- E. AC/FM Adams reported on some special events that will take place during the summer.
- F. AC/FM Adams reported on the upcoming Utah Firemen's Association Convention in St. George, Utah. Captain Randy Scott will serve as one of the trustees this year.
- G. AC/FM Adams reported that the Fire District will have apparatus in the upcoming July 4<sup>th</sup> parade.
- H. BC Billmire reported that seven or eight agencies participated in a mass casualty event with the Park City Medical Center. BC Billmire reported that the exercise went very well.
- I. BC Billmire reported on recent pump testing and in-service training for the new aerial truck.

- VII. Other:** Chairman Cashel asked if there would be a quorum for the June 16<sup>th</sup> meeting. Commissioners Beck and Vetterli reported that they would be available. Chairman Cashel entertained a discussion regarding the job description of fire chief. Commissioner Bacon reported that the desired qualifications are vague and would like to see something better spelled out. Commissioners Walker and Beck suggested some language dealing with leadership and being involved in the community. Commissioner Vetterli suggested that the three main criteria should include education, time in service, and experience.

Commissioner Vetterli also suggested language to include having a valid Utah driver's license and being insurable. Living in the Park City boundaries was discussed and whether an applicant should reside in Park City at the time of application or whether they could relocate within a certain period of time. Patti pointed out that job descriptions and recruitment documents are different. Commissioner Beck suggested language dealing with a comprehensive background screening. Commissioner Beck asked about the

language dealing with the physical requirements of the job and being compatible to the physical requirements that the suppression crews must pass.

Chairman Cashel asked about the desired qualifications, including the requirement of a four-year degree or a master's degree. Captain Evans reported that many departments require an Executive Fire Officer certification, and BC Billmire explained what obtaining this certification entails. It was discussed that an Executive Fire Officer certification may be more pertinent to the fire chief position. Commissioner Walker suggested some language that includes creative thinking and thinking out of the box.

Chairman Cashel summarized the discussion: There will be a set of minimum qualifications as well as a set of desired qualifications. Patti again suggested the language that should be included in recruitment versus the language that should be included in the job description. Chairman Cashel suggested that all of the comments be compiled into a draft. The draft will then be posted for review. Commissioner Beck asked that during the next meeting some time be spent discussing the timeline that will be followed for the selection of fire chief.

**VIII. Adjournment:** With no further business to come before the board, Chairman Cashel called for a motion to adjourn, moved by Commissioner Bacon, seconded by Commissioner Beck, adjourned at 7:35 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be held June 16, 2010, beginning at 6:30 p.m. at the Park City Fire District Administration Building, located at 736 Bitner Road, Park City, UT.

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

*Prepared by: Traci Madson*