

Park City Fire Service District
Administrative Control Board - Regular Public Meeting Minutes
Park City Fire District Headquarters
January 19, 2011

Called to order by Chairman Cashel at 6:45 p.m.

Commissioners Present: Chairman Kent Cashel, Commissioner Jim Bacon, Commissioner Robbie Beck, Commissioner Michael Howard, and Commissioner Dianne Walker.

Fire District Personnel Present: Interim Chief/AC Bob Zanetti, AC Frank Heumann, BC Bob Evans, BC Steve Zwirn, 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 January 5, 2011 moved by Commissioner Walker, seconded by Commissioner Beck, passed by all.

II. Public Input:

III. Commission Reports:

A. Correspondence:

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

C. Other:

IV. Old Business:

A. Adoption of III-E-115, Assistant Chief - Administrative Services. Chairman Cashel called for a motion to approve this job description. Since this was originally reviewed last July, it was tabled until the next meeting so that the commissioners would have a chance to review the job description again.

V. New Business:

A. Chairman Cashel called for a motion to execute the Employment Agreement with Paul Hewitt, which he signed last Friday. Commissioner Beck made the motion to execute the contract, seconded by Commissioner Walker, passed by all.

B. Chairman Cashel called for a motion to adopt Resolution 11-001, Amended Cafeteria Plan documents as prepared by Alliance Benefit Group, moved by Commissioner Walker, seconded by Commissioner Beck, passed by all.

VI. Staff Reports and Input:

A. AC Heumann reported that he spoke with LeGrand Bitter from Utah Association of Special Districts regarding training for the ACB. This will be a two-hour educational session for board members and executive staff and will cover several topics,

including roles and responsibilities. Several dates were discussed; AC Heumann will speak with Mr. Bitter to firm up a date for the training. The cost will be \$75 an hour plus expenses and could be held in conjunction with the regularly-scheduled work session. AC Heumann reported that there is a statute which requires this training.

- B. AC Zanetti reported that the FY2012 BEMS grant has been submitted. AC Heumann reported that the grant has two components: 1) a per capita award and 2) a competitive award, which the District is applying for three defibrillator monitor upgrades to 12-lead capabilities, and for three Masimo Rad-57 CO monitors that measure carbon monoxide blood levels when placed on a patient's finger.
- C. AC Zanetti reported that the swearing in of Chief Hewitt will be on February 18th. Patti Berry reported that the ceremony would begin at 6:00 p.m. Light refreshments will be served.

VII. Other: None.

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 6:55 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be held February 2, 2011, 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