

Park City Fire Service District  
Administrative Control Board - Regular Public Meeting Minutes  
Park City Fire District Headquarters  
March 2, 2011

Called to order by Chairman Cashel at 6:30 p.m.

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

**Fire District Personnel Present:** Chief Paul Hewitt, AC/FM Scott Adams, AC Bob Zanetti, BC Steve Zwirn, Mont Cooper, Traci Madson, and Bill Pyper.

**Public Present:**

**I. Approval of Previous Meeting Minutes:** Chairman Cashel called for a motion to approve the minutes of February 16, 2011; moved by Commissioner Walker, seconded by Commissioner Beck, passed by all.

**II. Public Input:**

**III. Commission Reports:**

A. Correspondence: Chairman Cashel congratulated Bill Pyper on the recent audit. The auditing firm submitted a letter that the Fire District was in complete compliance. The auditors were present during the work session and went over the audit.

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

C. Other:

**IV. Old Business:**

A. Adoption of Training Policy. This will be tabled until the next meeting.

**V. New Business:**

A. Election of Board Officers. AC Zanetti reported that the commissioner filling the remainder of Chairman Cashel's term will be appointed tonight. Commissioner Beck proposed that Dianne Walker serve as chair of the ACB, seconded by Commissioner Bacon, passed by all. Commissioner Walker moved that Commissioner Bacon serve as assistant chair/secretary with Michael Howard as treasurer, seconded by Commissioner Beck, passed by all. Chairman Cashel reported that it has been a pleasure and an honor to serve with this group. Commissioner Beck thanked him for his years of service.

**VI. Dismiss as PCFSD Administrative Control Board and Convene as Local Building Authority Board of the Park City Fire Service District, Utah.**

A. Construction Agreement with Zwick Construction. Chairman Cashel reported that the construction agreement was discussed during the work session. Chairman Cashel

called for a motion to authorize staff to enter into a contract with Zwick Construction, not to exceed the amount of \$2,827,170.00. The Fire District's attorneys will craft the language to lock in material and fuel costs. Commissioner Bacon moved to authorize staff to enter in said contract, seconded by Commissioner Howard, passed by all.

- B. Election of Officers. Commissioner Beck proposed that Dianne Walker serve as chair of the Local Building Authority, seconded by Commissioner Bacon, passed by all. Commissioner Walker moved that Commissioner Bacon serve as assistant chair/secretary with Michael Howard as treasurer, seconded by Commissioner Beck, passed by all.

**VII. Dismiss as the Local Building Authority Board of the Park City Fire Service District, Utah, and reconvene as PCFSD Administrative Control Board.**

**VIII. Staff Reports and Input:**

- A. Traci Madson presented statistics related to North Summit Ambulance call volume categorized by destination. North Summit ran the same number of calls in 2009 as they did in 2010.
- B. Chief Hewitt reported on the recent Tackle the Tour event. There were ten individuals registered from the Fire District for this event. Chief Hewitt reported that the Fire District took third place and raised over \$1,000; the individuals that were there represented the District very well.

**VII. Other:** Commissioner Walker asked that documents that the commissioners would be reviewing and making decisions on be sent to them via email by the Monday before the commission meeting. Chairman Cashel also reported that it may be helpful to have a summary report in addition to the documents they are asked to review and take action on, outlining the research that was done and the reasoning behind them. Commissioner Bacon also suggested that each agenda have an item for a closed session so that it is properly noticed, if needed.

**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 Howard, adjourned at 6:50 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be held March 16, 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*