

Park City Fire Service District  
Administrative Control Board - Regular Public Meeting Minutes  
Park City Fire District Headquarters  
February 16, 2011

Called to order by Commissioner Walker at 6:30 p.m.

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

**Fire District Personnel Present:** Interim Chief/AC Bob Zanetti, BC Mark Billmire, Patti Berry, Traci Madson, and Bill Pyper.

**Public Present:** Paul Hewitt

**I. Approval of Previous Meeting Minutes:** Commissioner Walker called for a motion to approve the minutes of January 19, 2011 moved by Commissioner Beck, seconded by Commissioner Howard, passed by all.

**II. Public Input:**

**III. Commission Reports:**

A. Correspondence: The Fire District received a thank-you note for their participation in the memorial service for Bruce McGowan. Chairman Cashel also submitted his letter of resignation after eight years of service. A new representative from the City has been appointed.

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

C. Other:

**IV. Old Business:**

A. Adoption of Order III-E-115, Assistant Chief-Administrative Services. Patti Berry reported that no changes have been made to this job description since it was posted; she asked for adoption of the job description. Commissioner Walker called for a motion to adopt, moved by Commissioner Bacon, seconded by Commissioner Beck, passed by all.

**V. New Business:**

A. Introduction of Revised Policy. Patti Berry introduced III-K-100, Training-General Policy Statement. This policy has been revised and will be re-posted. Patti also introduced III-K-102, Training-General Procedure. This is a new Procedural Order which will also be posted for two weeks. Patti Berry explained the difference between the two. The commissioners asked if they could be combined into one document; one document appears to be more of a job description for the training officer. Patti reported that there needs to be a general statement and then a policy stating how the general statement will be executed.

**VI. Staff Reports and Input:**

- A. Bill Pyper reported that the audit has been completed. The audit report is being prepared.
- B. BC Billmire reported that a crew was recognized by the Park City Medical Center related to a recent call involving a heroin overdose. The hospital provides a nice breakfast and award for a crew every quarter.
- C. AC Zanetti reported on a recent article in the Park Record related to the release of the 12-lead program. The article states how the new device will benefit patients.

**VII. Other:** Commissioner Walker reminded everyone that there will be special service district training for the Administrative Control Board and Fire District employees on April 20<sup>th</sup> beginning at 5:00 p.m.

**VIII. Adjournment:** With no further business to come before the board, Commissioner Walker called for a motion to adjourn, moved by Commissioner Bacon, seconded by Commissioner Beck, adjourned at 6:50 p.m.

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