

Park City Fire Service District  
Administrative Control Board - Regular Public Meeting Minutes  
Park City Fire District Headquarters  
December 7, 2011

Chairman Walker called the meeting to order at 6:35 p.m.

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

**Fire District Personnel Present:** Chief Paul Hewitt, AC/FM Scott Adams, AC Bob Zanetti, BC Mark Billmire, Captain Eric Hales, Patti Berry, Traci Madson, and Bill Pyper.

**Public Present:**

**I. Approval of Previous Meeting Minutes:** Chairman Walker moved to adopt the minutes of November 2, 2011, moved by Commissioner Howard, 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: Chairman Walker called for a motion to elect Commissioner Simpson as the ACB secretary, moved by Commissioner Beck, seconded by Commissioner Howard, passed by all.

**IV. Old Business:**

A. III-I-600 Vacation Periods. Patti reported that the policy was posted on the web site. She reported on one change that she made. Chairman Walker called for a motion to approve this policy, moved by Commissioner Howard, seconded by Commissioner Beck, passed by all.

B. III-G-200 Promotional Examinations. Chairman Walker called for a motion to approve this policy, moved by Commissioner Beck, seconded by Commissioner Howard, passed by all.

**Close Regular Meeting and Open Budget Hearing**

Commissioner Howard moved to close the regular meeting, seconded by Commissioner Beck.

**V. New Business:**

A. Adoption of Final 2011 and Initial 2012 General Fund, Special Revenue Fund, Debt Service Fund, and Capital Projects Fund Budgets. Chairman Walker closed the Public Meeting and convened the Budget Hearing. Bill Pyper presented and explained the various budgets. Commissioner Beck moved to adopt the Final 2011 General Fund with revenue and expenditures in the amount of \$15,490,000, and the Initial 2012 General Fund with revenue and expenditures in the amount of \$13,420,000; the Final 2011 Special Revenue Fund with revenue and expenditures in the amount of \$310,000, and the Initial 2012 Special Revenue Fund with revenue and expenditures in the amount of \$170,000; the Final 2011 Capital Projects Fund with revenue and expenditures in the amount of \$3,160,000, and the Initial 2012 Capital Projects Fund with revenue and expenditures in the amount of \$930,000; and the Final 2011 Debt Service Fund with revenue and expenditures in the amount of \$850,000, and the Initial 2012 Debt Service Fund with revenue and expenditures in the amount of \$790,000; seconded by Commissioner Howard, passed by all.

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

Commissioner Walker moved to dismiss as the PCFSD Administrative Control Board, moved by Commissioner Howard, seconded by Commissioner Beck.

- A. Adoption of Final 2011 and Initial 2012 Budgets for the Local Building Authority of the Park City Fire Service District, Utah. Commissioner Beck moved to adopt the Final 2011 Local Building Authority Budget with expenditures in the amount of \$3,060,000 and the Initial 2012 Local Building Authority Board Budget with expenditures in the amount of \$200,000, seconded by Commissioner Howard, passed by all.
- B. Commissioner Howard moved to dismiss the Local Building Authority Board, seconded by Commissioner Beck.

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

**Close Budget Hearing and Re-open Regular Meeting**

**VIII. Staff Reports and Input**

- A. Chief Hewitt reported that the Fire District will participate in a stair climb on February 25<sup>th</sup> at the Wells Fargo tower in Salt Lake City.
- B. Chief Hewitt reported that recruit graduation would take place tomorrow evening beginning at 6:00 pm.
- C. Chief Hewitt reported that the Fire District will host a Giving Tree project which will become a yearly tradition. Anyone can place presents under the tree in the foyer, and they will be distributed to families in need within the community.
- D. Chief Hewitt reported on the crew that was honored at the quarterly Park City Medical Center awards breakfast.
- E. Chief Hewitt reported that Brandon Moore won the recent Fire Fit Donut Run, which was sponsored by the Fire District's Peer Fitness trainers.
- F. Commissioner Beck reminded that this February would mark the anniversary of the 2002 Olympic Games. There will be celebration activities, including relighting of the caldron on February 8<sup>th</sup> and a celebration day on the 18<sup>th</sup>. There will be a community street sports fair down at the Gateway, which will include music and dancing. The Fire District was a big participant in the activities. AC/FM Adams reported there would also be activities in Park City also.
- G. The commissioners congratulated the new recruits on the completion of their recruit program; congratulations to Captain Eric Hales on his new administrative captain position; thanks to Patti and staff for the recent holiday party.

**IX. Adjournment:** With no further business to come before the board, Chairman Walker called for a motion to adjourn, moved by Commissioner Howard, seconded by Commissioner Beck, adjourned at 6:55 p.m.

**X. Closed Executive Session.** Chairman Walker called for a motion to move into a Closed Executive Session. Commissioner Beck moved in favor of going into a closed session; Commissioner Howard moved in favor of going into a closed session; and Chairman Walker moved in favor of going into a closed session.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be held January 4, 2012, 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*