

**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Fire District Administrative Office Building
736 West Bitner Road, Park City, Utah
January 6, 2015**

Chair Michael Howard called the regular meeting to order at 6:35 p.m.

Board Members Present: Chair Michael Howard, Jay Dyal, Christina Miller, Liza Simpson, Dianne Walker

District Personnel Present: Chief Paul Hewitt, BC Bob Evans, BC Steve Zwirn, Patti Berry—Human Resources Officer, Dave Dorsey—IT, Bill Pyper—Chief Financial Officer, Karen McLaws—Secretary

I. Approval of Prior Meeting Minutes

Board Member Walker made a motion to approve the minutes of the December 2, 2014, Administrative Control Board meeting as written. The motion was seconded by Board Member Dyal and passed unanimously, 4 to 0. Board Member Simpson abstained from the vote, as she did not attend the December 2 meeting.

II. Public Input

There was no public input.

III. Board Member Reports and Business

A. Correspondence

Chair Howard commented on a generous donation that was made to the Fire District.

B. Financial

There were no questions about the financial reports.

IV. Old Business

There was no old business.

V. New Business

A. Review and possible adoption of Resolution #2015-01 and Policy IV-F-200 on purchasing policy.

Board Member Walker made a motion to adopt Resolution #2015-01 and Policy IV-F-200 on purchasing policy. The motion was seconded by Board Member Dyal and passed unanimously, 5 to 0.

B. Review of Policies: III-A-700 Accepting Gifts and Loans, III-H-200 Statutory Benefits, III-H-600 Retirement Benefits

These policies will be published prior to adoption at a future Board meeting.

C. Elect Administrative Control Board Members: Chair, Vice Chair, Clerk/Secretary, and Treasurer

Board Member Walker nominated Board Member Simpson to serve as Chair of the Administrative Control Board for 2015. The nomination was seconded by Board Member Miller and passed unanimously, 5 to 0.

Board Member Simpson nominated Board Member Miller to serve as Vice Chair of the Administrative Control Board for 2015. The nomination was seconded by Board Member Dyal and passed unanimously, 5 to 0.

Board Member Simpson nominated Board Member Dyal to serve as Clerk/Secretary of the Administrative Control Board for 2015. The nomination was seconded by Board Member Walker and passed unanimously, 5 to 0.

Board Member Dyal nominated Board Member Walker to serve as Treasurer of the Administrative Control Board for 2015. The nomination was seconded by Board Member Simpson and passed unanimously, 5 to 0.

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

Board Member Simpson made a motion to dismiss as the PCFSD Administrative Control Board and to convene as the Local Building Authority Board of the Park City Fire Service District, Utah. The motion was seconded by Board Member Walker and passed unanimously, 5 to 0.

A. Elect Officers: Chair, Vice Chair, Clerk/Secretary, and Treasurer

Board Member Walker nominated Board Member Simpson to serve as Chair, Board Member Miller to serve as Vice Chair, Board Member Dyal to serve as Clerk/Secretary, and Board Member Walker to serve as Treasurer of the Local Building Authority of the Park City Fire Service District, Utah, for 2015. The nominations were seconded by Board Member Simpson and passed unanimously, 5 to 0.

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

Board Member Simpson made a motion to dismiss as the Local Building Authority of the Park City Fire Service District, Utah, and to reconvene as the PCFSD Administrative Control Board. The motion was seconded by Board Member Miller and passed unanimously, 5 to 0.

VIII. Staff Reports and Input

There were no comments on the staff reports.

IX. Discussion of Possible Future Agenda Items/Additional Comments

Board Member Simpson requested a report on the fire station that needs to be renovated. Additional items to be included on future agendas are the fee schedule and the Chief's annual review.

X. Closed Executive Session

There was no need for an executive session.

XI. Adjournment

The regular meeting of the Park City Fire District Administrative Control Board adjourned at 6:45 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be February 3, 2015, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.

Approved: _____

Date: _____