

**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Fire District Administrative Office Building
736 West Bitner Road, Park City, Utah
February 3, 2015**

Chair Liza Simpson called the regular meeting to order at 6:35 p.m.

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

District Personnel Present: Chief Paul Hewitt, AC/FM Scott Adams, AC Bob Zanetti, BC Bob Evans, BC Eric Hales, BC Patrick Harwood, Patti Berry—Human Resources Officer, Dave Dorsey—IT, Bill Pyper—Chief Financial Officer, Karen McLaws—Secretary

I. Approval of Prior Meeting Minutes

This agenda item was skipped.

II. Public Input

There was no public input.

III. Board Member Reports and Business

A. Correspondence

There was no discussion of the correspondence.

B. Financial

There were no questions about the financial reports.

IV. Old Business

A. Possible approval of Policies III-A-700 Accepting Gifts and Loans, III-H-200 Statutory Benefits, III-H-600 Retirement Benefits

Board Member Walker made a motion to approve Policies III-A-700 Accepting Gifts and Loans, III-H-200 Statutory Benefits, and III-H-600 Retirement Benefits. The motion was seconded by Board Member Howard and passed unanimously, 5 to 0.

V. New Business

A. Review and possible adoption of Resolution #2015-02 and Policy IV-H-101 on Administrative and Operational Service Fees

Board Member Howard made a motion to adopt Resolution #2015-02 and Policy IV-H-101 on Administrative and Operational Service Fees. The motion was seconded by Board Member Miller and passed unanimously, 5 to 0.

B. Review of Policies: III-E-100 Job Descriptions, III-L-200 FLSA Compliance, IV-I-100 Time Keeping, IV-B-100 Contracts, Loans, Checks and Deposits

Chair Simpson stated that these policies will be published for adoption at the next meeting.

C. Possible Deletion of Policies: IV-F-500 Financial Services – Determination of Funding Source, IV-F-600 District Funds, IV-F-700 Checking Accounts

Possible deletion of these policies will be addressed at next month's meeting.

VI. Staff Reports and Input

Chief Hewitt stated that the report was finished today and will be available online shortly.

VII. Discussion of Possible Future Agenda Items/Additional Comments

Board Member Walker asked if Chair Simpson had suggested that they not have a discussion as a Board about Chief Hewitt's review. Chair Simpson replied that they could do that in closed session next month. Board Member Walker requested that they hold a closed session for that purpose next month. Chair Simpson offered to consolidate the input from the Board Members and distribute it to them prior to next month's meeting. Chief Hewitt offered to send out an accompanying letter he wrote to the Board.

Board Member Walker expressed concern about Chief Hewitt's comment during work session that he had contacted three-fifths of the Board already about an item, and she was not sure if that violates the Open Meetings Act. She asked why he was talking to Board Members separately rather than at the meeting. Chief Hewitt replied that it was not a meeting of three Board Members. He explained that he meets with the Chair and Vice-Chair once a month. Mr. Howard called him about something else, and he talked to him in passing about that item during the conversation. Chair Simpson explained that meeting with the Chair and Vice-Chair is new and is something she requested. She explained that there may be instances where she may have to recuse herself, and she wanted to be sure that she, the Vice Chair, and Chief Hewitt have good ongoing communication in the event she has to step out of an issue.

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 March 3, 2015, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.

Approved: _____

Date: _____