

**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Fire District Administrative Office Building
736 West Bitner Road, Park City, Utah
March 4, 2014**

Chair Michael Howard called the regular meeting to order at 6:40 p.m.

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

District Personnel Present: Chief Paul Hewitt, AC/FM Scott Adams, AC Bob Zanetti, BC Patrick Harwood, Patti Berry—Human Resource Officer, Bill Pyper—Chief Financial Officer, Karen McLaws—Secretary

I. Approval of Previous Meeting Minutes

Board Member Miller made a motion to approve the minutes of the February 4, 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 February 4 meeting.

II. Public Input

Chair Howard opened the public input.

Mike Quinones, a resident of Summit Park, asked about the future of Fire Station 32 in Summit Park. He stated that they have been told there is no proposed change in the status of that building, but some homeowners say there is a chance that facility will be decommissioned and turned into a storage facility. He expressed concern that doing so would alter the ISO rating for their community and affect their insurance rates. He encouraged the District to upgrade the station and make it more operable so they could respond more quickly, shelter in place if there is a crisis, and use it as a command post if there is an incident that would require that.

Chief Hewitt verified that the rumor is false and that the District has no intention of changing the status of that fire station, and his goal is to see that the community's insurance rates stay at an acceptable level. He explained that Chief Zanetti has been asked to look at improvements for that fire station. He encouraged the residents to call him directly if they have any concerns.

Mr. Quinones explained that one of their goals would be to turn that station into a community safe house and keep a store of equipment there in the event of an evacuation.

Kathy Heffron asked if it would be possible to have closer staffing in the Summit Park area during the fire season. Chief Hewitt explained that they have done patrols and sent brush trucks to Summit Park during the high risk season. Chief Zanetti explained that the

people in Summit Park are their first line of defense, and they should call 911 if they perceive any smoke in the area.

Mr. Quinones explained that he coordinates the fire prevention efforts in Summit Park, and one of the biggest issues is getting the word out. Chief Hewitt asked Mr. Quinones to put together a summary of the residents' concerns, and he would discuss them with the Board at a work session. Board Member Simpson offered to meet with the homeowners in an HOA meeting along with Chief Hewitt. Mr. Quinones also requested that the chipper days be held a little later in the season, because last year they had to spend money from their HOA funds to finish the chipping projects after the District's chipper had left.

Hank Kennedy commented that the use of salt on the roads in Summit Park is killing the trees on the downhill slope of the road, which creates a fire hazard. Board Member Simpson suggested that Mr. Kennedy take that concern to the County Council. Chief Hewitt offered to discuss that with Public Works Director Derrick Radke.

Chair Howard closed the public input.

III. Board Member Reports and Business

A. Correspondence

There were no Board Member reports or comments; everything was included in the Board Member packets.

B. Financial

There were no comments on the financial statements.

Close Regular Meeting and Open Public Hearing

Board Member Walker made a motion to close the regular meeting and open the public hearing on the fee schedule. The motion was seconded by Board Member Miller and passed unanimously, 5 to 0.

Board Member Simpson verified with Chief Adams that it takes the same amount of work to inspect a rough-in as it does to do a final inspection. She also verified with him that they charge more for a follow-up inspection than they do for an initial inspection. She asked if the cost is the same regardless of the size of the fire suppression system. Chief Adams explained that the fee is for the first hour, and if it takes longer than that, the fee is higher for additional time. Board Member Simpson made a correction to Standby Fees, B.1., to read \$37.50 per "hour," not "your." On D.4. regarding transporting a patient, she noted that standby should be one word. She asked why they would contract for Fire District services without some kind of mutual aid agreement. Chief Adams explained that an example would be if Unified Fire District asked them to cover down to Mountain Dell Golf Course. They would provide that service for a fee,

because they could not collect any tax revenue to provide for that service, and they would come to the Board with a proposal to provide that service. Chief Zanetti explained that the Tour de Utah goes through Heber. If Heber does not provide the service, Park City Fire District would be asked to provide the service, and they would charge for that. Chief Hewitt stated that he believed they would see an increase in those types of situations, because the movie studios have called and asked him what it would cost to provide service for a movie shoot outside of the District. Board Member Simpson asked how much the District spends for the chipping crew to go to the cleanup at the recycling center. Chief Hewitt estimated that the cost was about \$1,000. Board Member Simpson stated that she is fully supportive of that, and if it begins to push the budget boundaries, she would be willing to ask the City Council for additional funds if needed.

Close Public Hearing and Re-open Regular Meeting

Board Member Walker made a motion to close the public hearing on the fee schedule and to re-open the regular meeting. The motion was seconded by Board Member Miller and passed unanimously, 5 to 0.

IV. Old Business

A. Approval of Policy IV-H-101 Administrative and Operational Service Fees (R 03-04-14) Resolution No. 2014-01

Board Member Miller made a motion to adopt Resolution No. 2014-01 to approve the Administrative and Operational Service Fees with the corrections changing “your” to “hour” and changing standby to one word. The motion was seconded by Board Member Simpson and passed unanimously, 5 to 0.

B. Adopt Resolution No. 2014-02 - Employee Pick-Up of Tier I Firefighter Retirement Contributions

Board Member Simpson made a motion to adopt Resolution 2014-02, Employee Pick-Up of Tier I Firefighter Retirement Contributions. The motion was seconded by Board Member Dyal and passed unanimously, 5 to 0.

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

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

A. Elect Local Building Authority Officers

Board Member Walker made a motion to elect the same officers for the Local Building Authority Board as those currently constituted for the Park City Fire

Service District Administrative Control Board. The motion was seconded by Board Member Dyal and passed unanimously, 5 to 0.

VI. Dismiss as the Local Building Authority Board 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 Board of the Park City Fire Service District, Utah, and reconvene as the Park City Fire Service District Administrative Control Board. The motion was seconded by Board Member Dyal and passed unanimously.

VII. New Business

A. Draft Policies for Review: III-A-100 Introduction; III-A-300 Solicitation and Distribution and Political Activity; III-A-400 Outside Employment and Activities; III-A-500 Conflict of Interest; III-I-1400 Short Term disability
Chair Howard noted that the Board reviewed these items in work session.

B. III-A-101 Definitions for Review and Deletion
Human Resource Officer Patti Berry explained that these were not reviewed in work session. She explained that she will ask for deletion of this policy at the next meeting, because the definitions are outdated, and if they need definitions, they will be included in the relevant policies.

VIII. Staff Reports and Input

Chair Howard noted that the Board received this information via SharePoint.

IX. Discussion of Possible Future Agenda Items/Additional Comments

Chair Howard suggested that the HOA concerns be included as a future agenda item. Board Member Simpson suggested that they have the HOAs attend a future meeting along with the emergency management people from Park City and Summit County to discuss the upcoming wildfire season and emphasize that the residents are the Fire District's best set of eyes. Board Member Walker suggested having an open meeting in May or June specifically to address wildfire concerns. Chief Hewitt explained that the Fire District holds a safety fair each year to which the residents are invited. He also met with some of the homeowners associations last year to give a presentation, and they always try to make themselves available to do that if the homeowners request it. The Board Members suggested that they also provide information about CO detectors at the safety fair. Chair Howard requested that Chief Hewitt reach out to the information officers at Park City and Summit County and invite representatives of the homeowners to come to a work session in June.

Council Member Walker requested that Dave Dorsey do an information services update in June.

X. Closed Executive Session

This item was moved to the April 1 agenda.

XI. Adjournment

The regular meeting of the Park City Fire District Administrative Control Board adjourned at 7:25 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be held April 1, 2014, beginning at 4:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.

Approved: _____

Date: _____

Pending Approval