

Park City Fire Service District
Administrative Control Board - Regular Public Meeting Minutes
Fire District Administrative Office Building
March 6, 2013

Chairman Michael Howard called the meeting to order at 6:30 p.m.

Commissioners Present: Chairman Michael Howard, Commissioner Jay Dyal, Commissioner Christina Miller, Commissioner Liza Simpson and Commissioner Dianne Walker.

Commissioners Absent: None.

District Personnel Present: Chief Paul Hewitt, AC/FM Scott Adams, AC Bob Zanetti, BC Bob Evans, BC Eric Hales, BC Steve Zwirn, Captain Darren Nelson, Captain Shawn Winder, Patti Berry, Dave Dorsey, Traci Madson, and Bill Pyper.

Public Present: Bill Silva

I. Approval of Previous Meeting Minutes: Chairman Howard called for a motion to approve the February 6, 2013 minutes, moved by Commissioner Walker, seconded by Commissioner Miller, passed by all.

II. Public Input: None.

III. Commission Reports:

- A. Correspondence: The Fire District received a thank-you note from the parent of a patient recently transported. She thanked the crews for the wonderful job they did.
- B. Financial: All bills have been reviewed and signed. Commissioner Walker asked about a check which is for the new Fire District posters.
- C. Other: None.

IV. Old Business:

- A. None.

V. New Business:

- A. Review of annual audit report for year ending December 31, 2012. This was reviewed during the work session. Chairman Howard called for a motion to approve the audit report for year ending December 31, 2012, moved by Commissioner Miller, seconded by Commissioner Walker, approved by all. Commissioner Simpson abstained from voting.
- B. Review of IV-H-101 Administrative and Operational Service Fees. This was presented and discussed during the work session and will be approved at next month's meeting.

VI. Staff Reports and Input.

- A. Chief Hewitt reported on the Tackle the Tower event that the Fire District participated in. They took second place.
- B. Chief Hewitt reported on the recent promotional ceremony held on February 28th. Captains Sexton and Nelson, Engineer Higgins, and Battalion Chiefs Harwood and Hales were all recognized.
- C. Chief Hewitt reported that Captain Brandon Moore is being honored by the American Red Cross.
- D. Chief Hewitt reported that the EMS crew of the quarter will be honored at Park City Medical Center on March 13th.
- E. Chief Hewitt reported that the Fire District will have a team bowling in the Summit-Wasatch Bowl for Kids' Sake 2013 on March 23rd at Jupiter Bowl.
- F. Chief Hewitt reported that Scott Greenwood and Sean Briley participated in the Polar Plunge benefitting Special Olympics on February 13th.
- G. Chief Hewitt reported that the Fire District assisted KPCW with their Valentine's Day fund drive.
- H. Chief Hewitt gave an update on the Utah State Fire Caucus on February 11th.

VII. Other Business:

- A. Commissioner Simpson reported that the recreation advisory board is making improvements to the dog park at Quinn's Junction and wanted to know if the Fire District had any old hydrants. AC/FM Adams reported that they would need to ask the water department who is in charge of the hydrants.

VIII. Adjournment: With no further business to come before the board, Chairman Howard called for a motion to adjourn the Public Meeting and move into Closed Session, moved by Commissioner Simpson, passed by all. The Public Meeting adjourned and the Closed Session began at 6:50 p.m.

IX. Closed Executive Session. Discussion of the character, competence, or health of an individual; deployment of security personnel, devices, or systems; collective bargaining issues; pending or reasonably imminent litigation; purchase, exchange, lease, or sale of real property; investigative proceedings regarding allegations of criminal misconduct.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be held April 3, 2013, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, Utah 84098.

Approved: _____

Date: _____

Prepared by: Traci Madson

Park City Fire Service District
Administrative Control Board - Regular Public Meeting Minutes
Fire District Administrative Office Building
March 13, 2013

Chairman Michael Howard called the meeting to order at 5:35 p.m.

Commissioners Present: Chairman Michael Howard, Commissioner Jay Dyal, Commissioner Liza Simpson and Commissioner Dianne Walker.

Commissioners Absent: Commissioner Christina Miller.

District Personnel Present: Chief Paul Hewitt, Patti Berry, and Traci Madson.

Public Present: None.

- I. New Business:** Ratification of Fire Chief's Employment Contract. Chairman Howard reported that the order of business tonight will be to ratify the Fire Chief's employment contract and called for a motion to approve the contract with caveats. Chairman Howard explained that he forwarded the contract to Jami Bracken with the County Attorney's office for review and that she wasn't able to have it completed by tonight's meeting. Commissioner Simpson asked if she could make the motion to approve the signing of a three-year contract with annual pay increases, pending the language coming back from Ms. Bracken.

Chairman Howard explained that he wanted a second set of eyes to look over the contract and that there was some language dealing with the annual increases that Ms. Bracken wanted to tweak. Chairman Howard explained that the ACB could go ahead and approve the contract pending the changes from Jami Bracken or that it could be postponed until next month.

Chairman Howard also explained that the County is working on a policy concerning electronic meetings. Patti Berry reported that the Fire District already has an internal policy in place. Chairman Howard reported that the County wants a policy that all applicable county entities will follow. This policy will govern whether a board member will be able to attend meetings electronically if they happen to be out of town.

Commissioner Simpson made the motion to direct Chairman Howard to sign the Fire Chief's employment contract as presented and amended by Jami Bracken, unless the amendments warrant further discussion by the ACB. Commissioner Dyal seconded the motion. Commissioner Walker reported that although she believes Chief Hewitt is doing a good job, she votes no as she feels it is too much too soon. Commissioner Simpson asked if they wanted to include the proxy vote from Commissioner Miller. Commissioner Miller sent Commissioner Simpson a text de facto proxy stating she votes yes and also stated that she sent Chairman Howard the signed proxy via email stating the same; Chairman Howard had not yet received the signed proxy in his email. Chairman Howard reported that he would also vote yes to Commissioner Simpson's motion and stated that he would speak with Jami Bracken to make sure there are no fundamental changes to the contract. Chairman Howard reported that even without Commissioner Miller's vote, the motion passes by majority vote.

Chief Hewitt thanked the ACB for the work they do for the Fire District and promised to do everything right for the Fire District and the taxpaying citizens.

VIII. Adjournment: With no further business to come before the board, Chairman Howard called for a motion to adjourn, moved by Commissioner Simpson, seconded by Commissioner Walker, passed by all. The meeting adjourned at 5:46 p.m.

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