

**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Fire District Administrative Office Building
736 West Bitner Road, Park City, Utah
April 1, 2014**

Chair Michael Howard called the regular meeting to order at 6:43 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 Bob Zanetti, BC Eric Hales, BC Ray Huntzinger, Patti Berry—Human Resource Officer, Bill Pyper—Chief Financial Officer, Karen McLaws—Secretary

I. Approval of Previous Meeting Minutes

Board Member Simpson made a motion to approve the minutes of the March 4, 2014, Administrative Control Board meeting as written. The motion was seconded by Board Member Miller and passed unanimously, 5 to 0.

II. Public Input

Chair Howard opened the public input.

There was no public input.

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.

IV. Old Business

A. Possible Approval of Policies: 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

B. Possible Deletion of Policy: III-A-101 Definitions

Board Member Simpson made a motion to approve Policies III-A-100, III-A-300, III-A-400, III-A-500 and III-I-1400 and to delete Policy III-A-101. The motion was seconded by Board Member Miller and passed unanimously, 5 to 0.

Ms. Berry noted that Policy X-A-100 should have been included in the policies to be approved and stated that she would place that on the agenda for the next Board meeting.

V. New Business

A. Review Policy III-L-100 Compensation Program

Chair Howard recalled that this item was reviewed in work session. Board Member Simpson commended Ms. Berry for the amount of work she put in on this item and stated that it is a good way to review all of the District's wages and pay scales. Chair Howard stated that this item will be placed on the next agenda for approval.

VI. Staff Reports and Input

Chair Howard noted that the Board received this information via SharePoint. There were no comments or questions.

VII. Discussion of Possible Future Agenda Items/Additional Comments

Chair Howard stated that future agenda items would include the approval of policies and a briefing on the standards training.

VIII. Closed Executive Session

Board Member Simpson made a motion to convene in closed session to discuss personnel. The motion was seconded by Board Member Dyal and passed unanimously, 5 to 0.

The Park City Fire District Administrative Control Board convened in closed session for the purpose of discussing personnel from 6:45 p.m. to 7:02 p.m. Those in attendance were Chair Michael Howard, Board Members Jay Dyal, Christina Miller, Liza Simpson, and Dianne Walker, Chief Paul Hewitt, and Human Resource Officer Patti Berry.

Board Member Simpson made a motion to dismiss from closed session and to adjourn the regular meeting. The motion was seconded by Board Member Miller and passed unanimously, 5 to 0.

XI. Adjournment

The regular meeting of the Park City Fire District Administrative Control Board adjourned at 7:02 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be May 6, 2014, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.

Approved: _____

Date: _____

Pending Approval