

**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Fire District Administrative Office Building
736 West Bitner Road, Park City, Utah
May 6, 2014**

In the absence of Chair Michael Howard, Vice Chair Liza Simpson assumed the chair and called the regular meeting to order at 6:45 p.m.

Board Members Present: Vice Chair Liza Simpson, Jay Dyal, Christina Miller

Board Members Excused: Chair Michael Howard, Dianne Walker

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

I. Approval of Previous Meeting Minutes

Board Member Dyal made a motion to approve the minutes of the April 1, 2014, Administrative Control Board meeting as written. The motion was seconded by Board Member Miller and passed unanimously, 3 to 0.

II. Public Input

Vice Chair Simpson opened the public input.

There was no public input.

Vice Chair Simpson 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-L-100 Compensation Program; X-A-100 Media Relations

Board Member Miller made a motion to approve Policies III-L-100 and X-A-100 as presented. The motion was seconded by Board Member Dyal and passed unanimously, 3 to 0.

V. New Business

- A. Review Policies: III-B-100 Recruitment and Selection, III-E-700 Uniform and Grooming Standards, III-E-900 Drug and Alcohol Testing, III-E-1000 Driving Requirements, III-I-200 Sick Leave. Review deletion of III-B-100 Qualifications for Employment, III-C-100 Examinations – Entry Level Suppression, III-D-100 Candidate Extra Credit Points, and III-G-200 Promotional Exams (all to be replaced by III-B-100 Recruitment and Selection). Review deletion of III-I-700 Uncompensated Leaves of Absence.**

Vice Chair Simpson verified with Human Resources Officer Patti Berry that these will be posted on SharePoint for the Board's review.

VI. Staff Reports and Input

There were no questions or further information regarding the staff reports.

VII. Discussion of Possible Future Agenda Items/Additional Comments

Ms. Berry reported that LeGrand Bitter with the Utah Association of Special Districts will be available to do Board training at the June 3 meeting.

VIII. Closed Executive Session

There was no closed session.

XI. Adjournment

The regular meeting of the Park City Fire District Administrative Control Board adjourned at 6:50 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be June 3, 2014, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.

Approved: _____

Date: _____