

**Park City Fire Service District
Administrative Control Board – Regular Meeting Minutes
Fire District Administrative Office Building
736 West Bitner Road, Park City, Utah
June 3, 2014**

Chair Michael Howard called the regular meeting to order at 6:30 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 Eric Hales, BC Patrick Harwood, Patti Berry—Human Resource Officer, Bill Pyper—Chief Financial Officer, Karen McLaws—Secretary

I. Approval of Previous Meeting Minutes

Chair Howard recused himself from the approval of the minutes, as he did not attend the last meeting. Vice Chair Simpson assumed the chair. Board Member Dyal made a motion to approve the minutes of the May 6, 2014, Administrative Control Board meeting as written. The motion was seconded by Board Member Miller and passed unanimously, 3 to 0. Board Members Howard and Walker abstained from the vote, as they did not attend the May 6 meeting.

Chair Howard resumed the chair.

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

Chair Howard commented that the editorial regarding the docudrama at Park City High School was well done. Chief Hewitt offered to post the YouTube for the Board Members to see.

B. Financial

1. Review of Quarterly Financial Reports

The quarterly financial reports were reviewed in work session. Board Member Walker referred to the check register and asked about Scott

Communications. Mr. Pyper explained that the District purchases radios from them. Board Member Walker noted that a District employee has a business to which the District is writing a check. Mr. Pyper explained that they have talked to the employee, and in the future they will use another vendor. Chief Hewitt stated he would get an opinion from LeGrand Bitter with the Utah Association of Special Districts regarding the matter.

2. Review Possible Refinancing of Certificate of Participation

Mr. Pyper reported that he would have an agreement to execute at the meeting in July.

IV. Old Business

A. Possible Approval of 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

Board Member Simpson made a motion to approve 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, and III-I-200 Sick Leave as presented. The motion was seconded by Board Member Miller and passed unanimously, 5 to 0.

B. Possible Deletion of Policies: 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), and III-I-700 Uncompensated Leaves of Absence

Board Member Simpson made a motion to delete Policies III-B-100 Qualifications for Employment, III-C-100 Examinations – Entry Level Suppression, III-D-100 Candidate Extra Credit Points, III-G-200 Promotional Exams (all to be replaced by III-B-100 Recruitment and Selection), and III-I-700 Uncompensated Leaves of Absence. The motion was seconded by Board Member Walker and passed unanimously, 5 to 0.

V. New Business

A. Review Policies: III-E-300 Task Performance Test

Board Member Simpson stated that she is proud of the Board and the District for moving forward with this policy and for using firefighters and staff in the test validation process. This approach is a measured and methodical manner by hiring a consultant to do the

metrics. She believed this could save lives in the future. Chief Hewitt stated that he believed injury rates would also decrease over time.

VI. Staff Reports and Input

There were no questions or comments regarding the staff reports.

VII. Discussion of Possible Future Agenda Items/Additional Comments

Board Member Miller asked to attend the next meeting electronically. The Board Members agreed. Chair Howard requested that the District review a policy regarding electronic meeting attendance.

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 6:40 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be July 1, 2014, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.

Approved: _____

Date: _____