

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

Chair Michael Howard called the regular meeting to order at 6:35 p.m.

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

Excused: Christina Miller

District Personnel Present: Chief Paul Hewitt, AC/FM Scott Adams, BC Bob Evans, Peter Emery, Mark Hoffman, Brandon Moore, Scott Rapshus, Eric Wagstaff, Patti Berry—Human Resource Officer, Bill Pyper—Chief Financial Officer, Dave Dorsey—IT, Brittney Kener—Administrative Assistant, Karen McLaws—Secretary

Board Member Simpson requested that the meeting minutes reflect that Commissioner Miller was prepared to attend the meeting electronically, but due to technical difficulties, she could not be reached. She requested that this be considered an excused absence and not considered an absence in terms of the attendance policy.

I. Approval of Previous Meeting Minutes

Board Member Dyal made a motion to approve the minutes of the June 3, 2014, Administrative Control Board meeting as written. The motion was seconded by Board Member Simpson and passed unanimously, 4 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 was no discussion regarding the correspondence.

B. Financial

Board Member Walker asked about the bill from Park City Towing. Chief Hewitt replied that the Mack was towed, and they had to get it ready for the parade. He noted that occasionally a piece of equipment breaks down and has to be towed.

IV. Old Business

A. Possible Approval of Policy: III-E-300 Task Performance Test

Chair Howard noted that written input was received from Captain Winder. Board Member Simpson commented that she appreciated that firefighters including Captain Winder and Mark Hoffman commented on this policy and that their concerns were addressed, because they have better policies when Staff is involved in commenting on them. Board Member Simpson made a motion to approve Policy III-E-300 Task Performance Test. The motion was seconded by Board Member Dyal and passed unanimously, 4 to 0.

V. New Business

A. Elect Administrative Control Board Members

Board Member Simpson made a motion to appoint Board Member Dianne Walker as the interim Clerk/Secretary to sign documents at Ballard Spahr on July 15. The motion was seconded by Board Member Dyal and passed unanimously, 4 to 0.

B. Financial

1. Review proposed property tax rates and revenue for 2014

The proposed tax rates were reviewed in work session.

2. Review arbitrage compliance report for Series 2004 Certificates of Participation

The arbitrage compliance report was reviewed in work session.

3. Consideration for adoption of a resolution of the Administrative Control Board of Park City Fire Service District, Utah, authorizing an interest rate modification to a Lease/Purchase Agreement and the related Certificates of Participation, series 2004 (the "2004 COPS"), the release of certain security for the 2004 COPS; approving the execution and delivery of a Second Amendment to Indenture of Trust and Pledge, a First Amendment to Lease/Purchase Agreement, and an Amended and Restated Ground Lease; and related matters

Board Member Dyal made a motion to adopt the resolution authorizing an interest rate modification to the lease/purchase agreement and related

certificates of participation. The motion was seconded by Board Member Walker and passed unanimously, 4 to 0.

C. Policies for Review: III-H-300 Group Health and Dental Insurance Policy; III-I-400 Military Leave of Absence Policy; III-I-500 Jury Duty Court Appearance Policy; III-I-1000 Bereavement and Emergency Leave Policy; III-I-1300 Donated Leave Program Policy

These policies were discussed in work session, and there were no further comments.

D. Policies for Possible Deletion: III-H-400 Dental Insurance

This policy was discussed in work session, and there were no further comments.

VI. Staff Reports and Input

Chair Howard thanked the Staff and Chief Hewitt for their good work and positive input.

VII. Discussion of Possible Future Agenda Items/Additional Comments

Board Member Simpson requested an update from Chief Hewitt and Ms. Berry on where they stand on updating the policies.

VIII. Closed Executive Session

There was no closed session.

IX. Adjournment

The regular meeting of the Park City Fire District Administrative Control Board adjourned at 6:45 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be August 5, 2014, beginning at 6:30 p.m. in the PCFD Administrative Offices, 736 West Bitner Road, Park City, UT 84098.

Approved: _____

Date: _____